

EMPLOYMENT OPPORTUNITY

Job Title: Project Manager – Planning and Development

LOCATION:	Victoria, BC
SALARY:	Commensurate with education and experience
TERM:	Permanent, full-time position (35 hrs per week)
START:	ASAP (December 2017)

OVERVIEW

Who We Are

M'akola Development Services (MDS) is a professional development consulting firm committed to supporting vibrant, diverse communities in British Columbia. Our clients span the entire province and involve planning, developing, and operating high-density, multi-family housing projects for public, private, and non-profit clients.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality projects for our clients and their communities. We strive to create a welcoming and supportive environment where all team members take deep personal accountability for their work, have a passion for excellence, and are driven to achieve their full potential.

Who You Are

You seek meaningful, complex work in a fast-paced, growth-oriented environment. You are an independent, proactive problem-solver that adapts quickly to new ideas. You build genuine relationships and collaborate effectively with internal and external stakeholders. You value working in a cooperative, positive environment with other ambitious professionals.

Why Choose Us

Our organization recognizes the following benefits for eligible positions:

- Growth opportunities – we are invested in you and your career trajectory
- Paid vacation (plus Christmas leave) and paid sick leave
- Matching RRSP contribution program (5%)
- Extended health benefits, including prescription coverage, dental, eye care, and massage, among others
- Employee Assistance Program (for employees and family members)
- Newly-built, modern office with height-adjustable desk and ergonomic set-up
- Travel – opportunities to see beautiful British Columbia
- Located close to the Galloping Goose and on a major bus route

JOB SUMMARY

The role of the **Project Manager – Planning and Development** is to lead the initiation, coordination, management, and completion of development and planning projects. The role requires a flexible, confident, self-directed individual who can effectively apply critical thought to challenging, complex situations in a timely manner. The role is also an opportunity to work on high-profile housing and planning projects across BC for a wide variety of clients with tasks focused on the following key areas:

1. Project management/coordination: 75%
2. Technical reviewing/editing: 10%
3. Business development: 10%
4. Administration: 5%

PRINCIPAL ACCOUNTABILITIES

- Initiate, coordinate, and manage development projects in urban and rural settings
- Direct and monitor on-going assigned projects from the proposal stage through to completion
- Recommend appropriate planning/development options for projects
- Assess and apply relevant municipal, provincial and federal regulations, policies and procedures
- Develop and manage procurement/tendering processes for various estimates, proposals and quotes
- Manage subcontractors and consultants
- Liaise with a wide variety of internal and external stakeholders, including clients
- Coordinate schedules, budgets, and reporting for specific projects
- Develop, contribute to, and monitor operating and capital budgets for development/planning projects
- Develop and maintain databases

MINIMUM QUALIFICATIONS

- Undergraduate degree plus minimum 5 years' experience with development, urban or rural planning, architecture or construction industry
- Project management experience
- Comprehensive knowledge of all Microsoft Office applications, ideally including OneDrive and SharePoint

Please do not apply without demonstrating how you meet these qualifications in your application.

MINIMUM COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically**; for example, the role requires successfully identifying issues, strategizing solutions and making decisions
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately
- Ability to **lead**, including managing resources to obtain results that are of high quality, responsive and influential

- Ability to understand how decisions affect the bottom line (**financial acumen**), including a familiarity with general financial and accounting principles and practices

PREFERRED QUALIFICATIONS

- Master's degree in relevant field (planning, architecture, business, etc.)
- Project management experience
- Business development/client management experience, preferably in the private or non-profit sector
- Experience working in Aboriginal, remote or small communities
- Skills in planning tools such as: CAD programs, the Adobe Creative Suite, online and in-person engagement techniques, and ArcGIS

GENERAL REQUIREMENTS

- This position requires residing in Victoria with the possibility for another British Columbia location after a successful probationary period
- This position requires some flexibility regarding hours, as some meetings occur after normal working hours and may occur out of town
- Must possess a valid Class 5 Driver's License and have care and control of a reliable vehicle
- Must complete a Criminal Record Check prior to hiring
- Must review and sign all agreements at the start of employment
- Follow M'akola Group of Societies policies and procedures and orientation manual
- Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code

The posting closes **November 14, 2017**; however, the position will remain open until filled. In-person interviews in our Victoria office start November 22, 2017.

Interested candidates should submit a cover letter outlining how they meet or exceed the position's criteria, along with a detailed resume, both in PDF format.

Please put "**Project Manager**" in the subject line, and address it to the attention of:

M'akola Development Services Management Team

hr@makoladevelopment.com

Only those selected for interviews will be contacted. References will be required for all interviewed candidates.