

## EMPLOYMENT OPPORTUNITY

### Job Title: Project Manager – Planning and Development

<b>LOCATION:</b>	Victoria, BC
<b>SALARY:</b>	\$35 - \$49, commensurate with education and experience
<b># OF POSITIONS:</b>	Two
<b>TERM:</b>	One maternity leave position (14 months; 35 hours/week) One permanent, full-time position (35 hrs per week)
<b>START:</b>	June/July 2018 (negotiable)

#### 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, 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

*We recognize the Lekwungen people in whose traditional territories we live and work*

## 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 Indigenous, 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 policies and procedures and orientation manual
- Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code

The posting closes **May 18, 2018**; however, the position will remain open until filled. In-person interviews will be held in our Victoria office on **May 23 and May 24, 2018**.

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](mailto:hr@makoladevelopment.com)

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