

EMPLOYMENT OPPORTUNITY



Job Title: Project Planner

LOCATION:	Victoria, BC
SALARY:	Commensurate with education and experience
TERM:	Full-Time Permanent Position (35 hrs per week)
WAGE RANGE:	\$24.00 - \$30.00 per hour
START:	ASAP (May 2018)

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

- 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, massage, etc.
- Employee Assistance Program (counseling 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 this planning position is to support the initiation, coordination, management, and completion of development and planning projects. The role seeks a flexible, confident, self-directed individual who can effectively apply critical thought to challenging, complex situations in a timely manner. The role is an opportunity to work on high-profile housing and planning projects across British Columbia for a wide variety of clients with tasks focused on the following key areas:

1. Project management: 25%
2. Project coordination: 60%
3. Operations administration: 15%

PRINCIPAL ACCOUNTABILITIES

- Responsible for the initiation, coordination, and management of development projects
- Responsible for providing direction, technical assistance and on-going monitoring for assigned projects from the proposal stage through to completion
- Ability to provide rational, technically-sound recommendations on appropriate planning/development options for projects and to clients
- Ability to assess and apply relevant municipal, provincial and federal regulations
- Responsible for development and management of procurement/tendering processes
- Ability to develop, contribute to, and monitor operating and capital budgets
- Responsible for management of subcontractors and consultants
- Ability to confidently liaise with a wide variety of internal and external stakeholders
- Ability to develop and maintain databases

MINIMUM QUALIFICATIONS

- Undergraduate degree plus minimum 3 years' experience
- Exposure to development, planning, architecture or construction industry
- Comprehensive knowledge of all Microsoft applications, including OneDrive and SharePoint

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 **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility
- 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 coordination experience
- Experience working in Indigenous communities
- Skills in planning tools such as: CAD programs, the Adobe Creative Suite, online and in-person engagement techniques, and ArcGIS

GENERAL REQUIREMENTS

- Must be willing and able to travel to the mainland a minimum of 2-3 times per month
- This position requires some flexibility regarding hours, as some meetings occur after normal working hours and possibly may occur out of town
- Must possess a valid Class 5 Driver's License and have care and control of a reliable vehicle
- Must provide 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 on May 4, 2018; however, the position will remain open until filled. Multiple positions may be available. In-person interviews in our Victoria office will take place at the end of April/early May.

Interested candidates should submit a cover letter outlining why you are the ideal candidate, along with a detailed resume, both in PDF format, with "**Project Planner**" in the subject line, 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.