



JOB TITLE: PROJECT MANAGER

Reports to: Manager of Development

Location: Courtenay, BC

Hours: Full-time, 8:30 to 4:00, Monday-Friday

Wage: Commensurate with experience

Who we are:

M'akola Development Services (MDS) is a professional development consulting firm with indigenous roots committed to supporting vibrant, diverse communities in British Columbia. We're an energetic and driven interdisciplinary team that creates collaborative and sustainable development solutions to respect the past and build for the community of tomorrow.

We strive to create a welcoming and supportive environment where all team members take personal accountability for their work, have a passion for excellence, and are driven to achieve their full potential. MDS provides career growth opportunities, RRSP matching, comprehensive company-paid health benefits, paid vacation and winter holidays, and paid sick leave.

Job Summary:

The role of the project planning team is to support the initiation, coordination, management and completion of development and planning projects. This position requires a flexible, confident, self-directed individual who can effectively apply critical thinking to challenging and complex situations within tight deadlines. This role provides the opportunity to work on high-profile housing and planning projects across British Columbia for a wide variety of clients.

Accountabilities:

- Initiate and coordinate development projects in urban and rural settings
- Provide direction, assistance, and on-going monitoring for assigned projects from the proposal stage through to completion
- Provide rational and technically-sound recommendations on appropriate planning/development options for projects
- Prepare funding applications for submission to various funding bodies and support the advancement of the project through funding approval
- Assess and apply relevant municipal, provincial, and federal regulations, policies and procedures critically
- Develop and manage the procurement and tendering processes for various estimates, proposals and quotes
- Prepare, monitor, and reconcile monthly draws
- Monitor and review the invoice and contract management system
- Support and/or develop and monitor operating and capital budgets
- Liaise with multiple stakeholders, including client, design team, contractor, funders, and municipal staff, etc.

- Develop and coordinate project schedules, budgets, reports and subconsultants
- Develop and/or maintain databases

Qualifications:

- Undergraduate degree plus a minimum of 1 year experience, or a minimum of 3 years of relevant work experience in development, urban or rural planning, architecture, or construction
- Knowledge of Microsoft Office applications, including OneDrive and SharePoint with the ability to learn new programs
- Business development and client management experience is an asset
- Flexible and self-motivated with the ability to work independently
- Critical thinking and problem-solving skills, with the ability to quickly identify issues, strategize solutions and manage decisions
- Ability to thrive under pressure and manage complex situations and competing tasks and deadlines
- Strong relationship-building and interpersonal skills with the ability to facilitate, negotiate and manage relationships with stakeholders
- Excellent English communication skills, both written and verbal
- Collaborative team player
- Financial acumen and basic understanding of financial and accounting principles and practices
- Experience working in Indigenous or remote small communities is an asset

Application Information:

This position will remain open until filled. Interested candidates are asked to submit a detailed resume along with a cover letter detailing how they meet the position requirements in PDF format. Please email your application to hr@makoladev.com

Only those candidates selected for an interview will be contacted. Please note, preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code.