



## Job Description (Permanent, Full-Time)

**POSITION:** Development Coordinator  
**DEPARTMENT:** Aquilini Development and Construction  
**REPORTS TO:** Senior Vice President

### COMPANY PROFILE:

The Aquilini Group ("AG") is a diversified family business founded in Vancouver, BC more than 50 years ago with roots in the real estate development and construction industry. Today the company owns and manages an international real estate portfolio that includes commercial and residential properties, vineyards and blueberry and cranberry farms hotels, golf courses. In addition to its ongoing pursuits in real development and construction, AG has expanded its holdings to include assets in the sports & entertainment, renewable energy, aquaculture, tourist attractions, restaurants and food & beverage industries.

### SUMMARY:

Working with the Senior Vice President and the Development Team, the Development Coordinator will be involved in many aspects of the development of projects for AG to help ensure the Development Team meets the highest standards for quality, timeliness and control. Responsibilities will include, but not limited to, support for the approvals process, support for the administration of key deliverables such as project reports, correspondence for the Public Consultation Process, Project Coordination and deliverables, schedules and assisting with the coordination of request for proposals, CSA's, PO's and Co's.

The Development Coordinator's key responsibility is for the legal and property disclosure information for all AG Communities, as well as, coordinating legal services for the development group. This involves close coordination with lawyers, surveyors, property managers, utilities and municipalities.

### RESPONSIBILITY STATEMENT:

To manage the legal development aspects of the company, ensuring information disclosed is accurate and reflective of AG's Development Strategy. Provide timely and accurate support to the Development Team, ensuring the timely completion of approvals, consultants and project deliverables.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned from time to time)

#### 1. Department Organization

- Prepare all cheque requisitions
- Coordinate and minute team meetings where required

#### 2. Development Approvals and Internal Processes

- Provide support where needed for Public Consultation Process, which includes mail-outs, signage, notification requirements, correspondence with Municipalities, questionnaires, and attendance when needed.
  - Coordinate project reviews and assist in preparing reports
  - Coordinate mail delivery and civic addressing
  - Preparation of RFP's
  - Manage monthly invoices, change & purchase orders
- Assist DM in the design and approvals process, including rezoning, development permits, OCP amendments, and all related government and outside agency approvals
- Assist DM as required on various items including the Public Art Process, tenant relocation programs etc.
- Weekly Municipal Media and Council Meeting Monitoring and Reporting

#### 3. Consultant Contract Management

- Responsible for the preparation, coordination and distribution of RFP's and facilitate Proposal submissions
- Prepare and track all PO's, CO's, and CSA's and ensure they are executed in a timely manner

- Post-award contract administration, contract amendments, performance assessments and maintenance of comprehensive files
- Ensure Consultant Certificates of Insurance are in receipt and current
- Prepare and maintain Consultant Inventory Document
- Assist DM with external consultants (legal, architect, landscape architect, survey) and provide communication updates to Senior Management (legal closing schedule)

#### 4. **Primary Legal**

- Responsible for the coordination and preparation of Disclosure Statements & Amendments
- Work closely with municipalities, lawyers, DM, Sales team and Customer Care ensure deliverables and timelines are met
- Coordinate and assist DM with lot consolidations, subdivisions, airspace parcels, Form P Phased Strata Plan Declarations
- Assist DM with ensuring all legal agreements and approvals are met as per project schedules
- Assist DM/CM with all Lease Agreements ensuring that they are entered into by the Strata Corporation (i.e. enterphone/security systems, fitness equipment)
- Assist VP Sales in the preparation of Offer to Purchase and Agreement of Sales contracts
- Assist DM with the preparation and monitoring of Legal Budgets (65050, 65056, 65058)
- Day-to-Day technical legal questions & issues

#### **KEY DELIVERABLES:**

- Disclosure Statements including exhibits and amendments
  - a. Development Summary
  - b. Parking & Storage Strategy
  - c. Interim Budget of Operating Expenses & Notes
  - d. Estimated Monthly Assessments
  - e. Commercial Base Building Description
- Consultant RFP's, PO's, CO's, CSA's
- Data Management
- Approvals documents
- Legal Agreements: Form P, Air Space Plan, Legal Closing Schedule, Lease Agreements (fitness & security), Strata documents
- Miscellaneous letters/reports

#### **JOB CONTEXT:**

##### 1. **Technology Tools**

- MS Office (Word, Excel, Powerpoint, Outlook); Adobe Acrobat X Standard; Visio)

##### 2. **Key Interaction Points**

- SVP Development & Construction, Development Managers, Project Managers, Sales & Marketing, Construction Managers, Customer Service
- Municipalities, Lawyers, Surveyors, Architects, Consultants

##### 3. **Scheduled Meetings**

- Weekly Development Team meetings
- Weekly Project Meetings
- Various Project Design Meetings
- Disclosure Statement and various other Legal meetings

## **REQUIRED EXPERIENCE AND QUALIFICATIONS:**

### **Experience**

- multi-family and mixed use Real estate projects
- Basic understanding of overall development and legal process

### **Education**

- Education and background in Commerce, Urban Land Economics, Architecture or Engineering

### **Competencies**

- Keen interest in the real estate development industry
- A team player with professional written & verbal communication skills and interpersonal skills
- A proven self-starter who learns quickly
- Excellent organizational skills with the ability to simultaneously manage multiple projects
- Highly methodical with strong attention to detail
- Strong work ethic with a proven ability to produce quality materials while meeting all deadlines.
- Unquestionable integrity

## **REQUIRED EXPERIENCE AND QUALIFICATIONS:**

- Excellent people skills, with an ability to work closely and cooperatively with internal and external clients at all levels
- Proven ability to work under pressure while juggling multiple tasks simultaneously
- Strong problem solving skills, including the ability to analyze current business problems and implement recommended solutions