

## Development Coordinator, Real Estate Team

Musqueam Capital Corporation (MCC) was created in 2012 to replace the Musqueam Economic Development Department and is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's existing real estate holdings and creates economic opportunity through business partnerships.

MCC is currently seeking an experienced Development Coordinator to support our development management team across all facets of the real estate development process. This includes acquisition, design development, approvals and permitting, building completion, and community engagement. This role is ideal for a candidate with two or more years of relevant experience who is eager to advance their career in real estate development. The position begins with core administrative and coordination responsibilities and offers opportunities for increased responsibility and professional growth over time.

### Core Responsibilities:

- Provide administrative and coordination support to the Development Management team across multiple real estate projects
- Coordinate stakeholder communications and engagement, including with Musqueam Indian Band (MIB) Chief and Council, MIB Administration, community members, consultants, and external partners
- Prepare clear, accurate, and professional correspondence, reports, presentations, agendas, and briefing materials using Microsoft Office 365
- Coordinate and manage logistics for meetings, workshops, site visits, events, and conferences, including scheduling and records

### Project & Development Support

- Support real estate development projects from acquisition through completion in collaboration with Development Managers
- Maintain organized, accurate, and accessible project documentation, including contracts, permits, consultant deliverables, and approvals
- Conduct research and analysis of land use bylaws, community and neighbourhood plans, policies, and market information to support acquisition and design decisions
- Assist with development and permit applications, including submissions, tracking, and coordination with municipal staff and regulatory agencies
- Support consultant procurement and coordination, including drafting RFPs, assisting with evaluations, and managing consultant documentation
- Assist with project schedules, proformas, cash flow tracking, and basic financial analysis to support project monitoring
- Participate in project, consultant, and design meetings, tracking action items and supporting informed decision-making
- Support project close-out activities, including deficiency reviews, documentation, and transition to property management or strata

### Values, Culture & Professional Growth

- Uphold MCC's Business Philosophy, governance framework, and organizational values
- Respect and apply Musqueam Indian Bands /MCC Vision and Mission statements and cultural protocols in all aspects of work
- Pursue continuous professional development related to urban planning, construction, real estate finance, and communications
- Perform other duties as required to support the Development Management team

### Qualifications & Requirements:

- Diploma in Urban Land Economics, Urban Planning, or a related field; a relevant degree is an asset
- Minimum two years of experience in real estate development, planning, construction, or a related field is preferred
- Demonstrated ability to handle confidential and sensitive information with integrity, discretion, and sound judgment
- Strong written and verbal communication skills, with the ability to prepare clear, professional correspondence and materials
- Excellent organizational and time-management skills, with the ability to manage multiple priorities in a dynamic environment
- High level of attention to detail and accuracy, paired with strong follow-through
- Ability to work effectively with diverse stakeholders, including Board members, senior leadership, community representatives, and external partners
- Demonstrated commitment to diversity, equity, inclusion, and culturally respectful practices
- Proficiency in Microsoft Office and related productivity tools, with the ability to learn new systems quickly
- Sound judgment, adaptability, and the ability to respond effectively to changing priorities
- A positive, professional, and empathetic approach to collaboration

### Compensation

Industry standard compensation package with great company benefits plan and company RRSP matching program. Rates to be discussed during hiring process.

### Working Conditions

- This position is based out of Vancouver.
- In office **5 days** a week: 830-430pm.
- Successful Criminal Record Check

### Application Process:

- Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to [jloconte@musqueamcapital.ca](mailto:jloconte@musqueamcapital.ca). While we thank all candidates for their interest, only select individuals will be contacted for follow-up. **Application deadline is February 13<sup>th</sup>, 2026.**



*Thank you for your interest in a career with Musqueam Capital Corporation!*