



MUSQUEAM CAPITAL CORP

Job Title: Development Coordinator, Real Estate
Job Type: Interim/Temporary, 5 days/week
Reports To: VP, Real Estate
Prepared Date: May 2023

SUMMARY

Musqueam Capital Corporation (MCC) is the economic development arm of the Musqueam Indian Band (MIB) and is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's real estate holdings, and facilitates partnerships for numerous business opportunities. MCC's mission is to contribute to building a vibrant community in Musqueam through successful economic development endeavours that will reap benefits today and for many years into the future. To generate a profit, but not at the expense of Musqueam's values. MCC is looking for an interim development coordinator who will be assisting the VP of Real Estate and the team from an administrative scope.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Provide effective administrative support to the VP of Real Estate and the team
- Respond professionally to verbal and written communication
- Produce timely, accurate, and well formatted documents using various Office 365 tools
- Coordinating and arranging client events, meetings, appointments, and conferences
- Writing and distributing agendas and briefing documents for internal and external meetings
- Understand and adhere to MCC's Business Philosophy
- Respect, acknowledge and apply Musqueam Longhouse laws in everything that we do

BACKGROUND AND ESSENTIAL SKILLS:

- Excellent written and verbal communication skills including strong time management skills.
- Strong Office 365 skills, including Outlook, Excel, Word, PowerPoint and other software/apps.
- Familiar with office equipment - phone systems, printers, photocopiers, etc.
- Ability to multi-task and problem-solve within an ever-changing environment.
- Ability to take initiative and meet deadlines, and a strong attention to detail.
- Exceptional interpersonal skills.
- Experience participating in or guiding Community Engagement processes and/or events, or interest in the intersection between land development and community, is an asset.
- Ideally candidate should be a member of the Musqueam community.



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EDUCATION and/or EXPERIENCE:

At a minimum, a high school diploma and 2+ years of related experience, or some combination of relevant education and experience.

OTHER SKILLS AND ABILITIES:

- Ability to prioritize and handle multiple tasks/projects simultaneously.
- Must carry a valid driver's license.
- Must be fully vaccinated.

HOURS OF WORK/TERM:

35-hour work week, 5 days a week **in office** (Mon-Fri) ; Interim role which could lead into permanent

COMPENSATION PACKAGE:

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

APPLICATION PROCESS:

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to jloconte@musqueamcapital.ca. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.