



JOB DESCRIPTION

DEVELOPMENT PROJECTS ASSISTANT

THE ORGANIZATION

Greater Victoria Housing Society is a registered charity and non-profit organization dedicated to providing affordable rental housing for low to moderate income households.

PURPOSE OF THE POSITION

The Development Projects Assistant reports to the Director of Real Estate Development, providing administrative and clerical services to assist in the creation of affordable housing.

DUTIES AND RESPONSIBILITIES

- Code invoices and match to contracts for payment.
- Prepare claims packages for projects.
- Enter invoices into accounting system
- Maintain files for each project.
- Schedule meetings, take minutes and track follow up required.
- Assist in drafting reports and correspondence related to the projects.
- Organize, scan and maintain filing systems for projects.
- Prepare documents such as: drafting letters, reports, project schedules, updating budgets, meeting minutes, coordinating with couriers and printing houses.
- Perform administrative and clerical duties for the department.
- Assist in preparing housing needs assessments.
- Assist researching housing and economic data.
- Coordinate meetings and public information sessions.
- Assist with presentations and proposals.
- Maintain listing of accounts payable.
- Maintain vendor files.
- Perform other related duties as required.

CORE COMPETENCIES

- Flexibility
- Collaboration
- Effective Communication
- Commitment
- Empathy
- Attention to Detail
- Reliability
- Resiliency

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office administration practices and procedures including ability to maintain records, take minutes of meetings, manage calendars and schedules.
- Demonstrated ability to manage multiple tasks and deadlines effectively while producing quality results
- Attention to detail and ability to maintain accuracy with numbers.
- Computer skills including expertise in Excel, Word, Outlook, PowerPoint, and SharePoint.
- Effective verbal and listening communications skills.
- Knowledge of residential rental property development would be an asset.
- Knowledge of Planning, Development, and Construction processes would be a benefit.

Commented [TH1]: @James Munro I've added another line in the KSA section and edited the two following bullets - how does this sound to you?

EDUCATION AND EXPERIENCE

- Experience providing administrative and clerical support for multiple projects/initiatives.
- Two years work experience in the real estate development industry, construction industry, property management or related consulting role preferred.

WORKING CONDITIONS

- Union membership: CUPE Local 1978
- Hours of Work as provided in the Collective Agreement and will be required to work occasional evenings and weekends.
- Office environment – Business Casual Dress Code

ACKNOWLEDGEMENTS

By signing below, I acknowledge that I have reviewed, understand, and agree to perform the duties and responsibilities of the Development Projects Assistant position to the best of my ability.

Signature of Incumbent _____ **Date** _____

Printed Name of Incumbent _____

By signing below, I declare that I have reviewed the duties and responsibilities of the Development Projects Assistant position in detail to clarify expectations in the role for the above-named Incumbent.

Signature of Supervisor _____ **Date** _____

Printed Name of Supervisor _____