



## Junior Project Coordinator

### Purpose of Role

The 2010 Algonquins of Ontario – Canada Lands Company Participation Agreement provides a framework for an ongoing relationship as the former CFB Rockcliffe site (now known as Wateridge Village) is developed. One of the key commitments in this agreement is that Canada Lands Company will provide opportunities for youth employment in real estate related fields of study.

This opportunity is for an Algonquin Community Member who has completed or is enrolled in a post-secondary (college or university) program, ideally a co-op program. The position would be full-time for approximately a 4-month period but other time periods can be discussed based on the candidate.

Located in our Ottawa office and reporting to the Senior Director, Real Estate and working with the Development Manager, the Junior Project Coordinator assists with administrative processes and supports the team in preparation of deliverables associated with the marketing and sales and development of the Wateridge Village project.

### Key Functions

- Assists with the development and coordination of consultant and contractor selection processes
- Assists with the work of external multidisciplinary team (contractors, engineers, home builders, surveyors, architects, planners, etc.)
- Prepares required reporting documents, engagement letters, commitment forms, change orders, sales abstracts, agreements of purchase and sale, etc. for review by Development Manager
- Assists with due diligence (i.e., appraisals, brokers, signage, advertising, credit checks)
- Assists with monitoring service and other contracts, identifying irregularities, variances or other issues and preparing an activity report
- Other supportive duties as assigned by the Senior Director or Development Manager

### Key Competencies

- Good interpersonal skills and a team player who is able to interact effectively with others, to establish and to maintain strong working relationships
- Service-orientation, ability to communicate effectively with all stakeholders
- Demonstrated ability to systematically gather relevant information, consider a broad range of issues and factors
- Good organizational and time management skills



- Good verbal and written and communication skills
- Accuracy and attention to detail
- Strong computer skills (Microsoft Office Suite)
- Demonstrated integrity and trust in dealing with confidential and sensitive matters

### Key Requirements

- An Algonquin Community Member
- Completed or enrolled in post-secondary (college or university) program, ideally a co-op program, related to urban planning, community development, economic development or real estate development

Qualified candidates are invited to submit their applications for the above-noted position no later than **12 Noon on Friday, August 25, 2017** to:

Executive Director  
Algonquins of Ontario Consultation Office  
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6  
Email: [algonquins@tanakiwin.com](mailto:algonquins@tanakiwin.com) or Fax: 613-735-6307

We thank all candidates for their interest,  
however, only those selected for an interview will be contacted.