



Project/Development Coordinator – Construction Focus

Location: Eastern Charlotte

Eastern Charlotte is committed to building a thriving and resilient community by driving strategic infrastructure and development projects. We are seeking a **Project/Development Coordinator** with a **strong focus on construction** to lead and support a variety of municipal infrastructure and development initiatives. This role is key to delivering capital projects that enhance our region's economy, sustainability, and quality of life.

Key Responsibilities:

- Plan, coordinate, and manage construction and infrastructure projects aligned with municipal and economic development priorities.
- Define project scope, deliverables, and success criteria for capital and development initiatives.
- Assist in the development of tender documents and work with consultants, engineers, and contractors throughout the project lifecycle.
- Monitor construction progress to ensure compliance with timelines, budgets, safety standards, and municipal specifications.
- Support site visits, inspections, and stakeholder meetings as needed to oversee construction activities.
- Identify and pursue funding opportunities (e.g., government grants) to support capital and development projects.
- Coordinate with departments, council, and community stakeholders to ensure project alignment and public benefit.
- Prepare and present project updates, reports, and recommendations to senior leadership and the council.
- Track and manage project budgets, procurement, and resource allocation for infrastructure and development projects.
- Address issues or delays in construction with a proactive, solution-oriented mindset.
- Evaluate completed projects for quality, efficiency, and community impact.
- Perform other duties as assigned in support of the municipality's infrastructure and economic growth.

Qualifications & Skills:

- 3–5 years of experience in project coordination, construction management, or municipal infrastructure development.



- Post-secondary education in construction management, engineering technology, project management, or a related discipline.
- Project management certification (PMP, CAPM) or equivalent experience is an asset.
- Strong understanding of construction processes, municipal infrastructure, and development regulations.
- Proficient in project management tools and software; familiarity with construction-specific platforms is an asset.
- Excellent organizational and communication skills to manage contractors, consultants, and stakeholders.
- Ability to interpret construction drawings, contracts, and technical documents.
- Proactive and resourceful, with strong problem-solving skills and attention to detail.
- Experience with public procurement, permitting, and contract management.
- English essential (written and verbal); bilingualism (French or other languages) is an asset.

Why Join Us?

- Take a lead role in shaping the built environment and infrastructure of Eastern Charlotte.
- Work on meaningful construction projects that benefit residents and drive community growth.
- Be part of a collaborative, forward-thinking team dedicated to sustainable development.
- Gain valuable experience across a range of infrastructure, public works, and development projects.