



JOB DESCRIPTION

Title: Development Coordinator, Intern

Department: Property Development

Reports To: Director, Development

Date: February 27th, 2026

Job Summary

The purpose of this role is to work with land development leadership, multi-disciplined consultant teams and government agencies to support the advancement of development approvals and other initiatives. In addition, this role will be responsible for supporting the preparation of key deliverables, reports, and stakeholder presentations.

Key Accountabilities

- Assist in advancing planning application approvals including consultant and government agency communication, technical review of drawings and reports, tracking and reporting
- Assist with land development projects providing planning subject matter expertise, technical research, and production of project schedules, meeting minutes, budgets, cost tracking, and reporting
- Manage small projects with Director oversight
- Conduct research and analysis on relevant planning policies, regulations, and guidelines to ensure compliance and provide recommendations to the development team
- Manage team resources and collateral including the ownership and maintenance of project-related documents, data, drawings, and presentations
- Manage collaboration tools and associated documents

Other Responsibilities

- Assist with the preparation of presentation materials, status reports, and investment memos to support project approvals and provide regular progress updates through quarterly reporting
- Assist with the development of quarterly reports and materials for internal and external stakeholders, highlighting valuation assumptions, development progress, and financial metrics

Key Success Factors

- A university degree or diploma in business or real estate is preferred. Other disciplines to be considered include planning, geography, engineering, architecture, construction management or project management (or an equivalent combination of academic and practical experience)
- 2+ years land development, and/or planning experience is preferred

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- Must be a proactive, self-starting, detail-oriented individual with strong interpersonal and organizational skills
- Excellent English language both written and verbal communications skills are essential.
- Proficient use of Microsoft Suite, Bluebeam and Adobe Acrobat
- Previous experience with document management software would be of benefit such as Aconex, Project Wise, Procore or Contract Management 14
- Demonstrated problem-solving abilities

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