



Real Estate Coordinator - 18 month Term

Are you looking for a new opportunity in a collaborative and solutions-focused environment? Do you want to be part of building the future in a growing community? If this sounds like you, then we want to hear from you!

We are recruiting for a **Real Estate Coordinator** to join the team for an 18-month term to support the development of the Municipality's rail-to-trail corridor initiative on the former Dominion Atlantic Railway (DAR) line.

The **Real Estate Coordinator** will provide technical, administrative and project coordination in support of this project.

What you can offer:

- Bachelor's degree in related field (e.g. real estate, urban planning, land use planning, law, geography, business administration).
- 3-5 years experience in real estate, land administration, planning, or related municipal or professional environment.
- Demonstrated experience with land transactions, particularly easements, licenses, and encroachments.
- Knowledge of real estate principles, land registration systems, and municipal land management practices.
- Ability to interpret surveys and reference plans.
- Ability to explain technical and legal concepts clearly to non-technical audiences, including members of public.
- Strong interpersonal, communication, and negotiation skills, with the ability to build trust, manage sensitive conversations, and work collaboratively with property owners, legal professionals, etc.
- Strong research, analytical, and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Familiarity with Property Online (POL) and Land Registry Office tools and processes is an asset.
- Familiarity with Geographic Information Systems (GIS) for mapping and analysis is an asset.
- Ability to attend meetings outside office hours, as needed
- Ability to travel within the Municipality to conduct field work
- Membership with the International Right of Way Association, Appraisal Institute of Canada, the Nova Scotia Association of Realtors, and/or the Real Estate Institute of Canada is considered an asset.

What we can offer:

- Work-life balance focused environment, with a Flexible Work Policy.
- A culture of teamwork, trust, and service excellence.
- A collaborative, solutions-based work environment, with a high degree of autonomy.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of building the future in a fast-growing Municipality.
- Access to comprehensive and industry leading Employee and Family Assistance Program.

Annual Salary: **\$67,684 - \$84,604**

Deadline to apply: **April 8, 2026**

For a complete job description and to apply, please visit easthants.ca/employment

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6216.