

# The District Municipality of Muskoka is currently recruiting for a Coordinator, Housing Projects



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Coordinator, Housing Projects acts as a corporate resource/subject matter expert to coordinate housing development projects for the District of Muskoka and the public. In consultation with the Manager, Housing Projects, this job coordinates housing development projects across the District, including the efforts of the Muskoka Housing Task Force.

### What you will do:

- Administers Housing Development projects following legislation (federal, provincial, local) including the Planning Act, Building Code, etc.; policies, guidelines, standards.
- Coordinates legal agreements and developments processes with program applicants/proponents.
- Supports Manager in coordinating activities and initiatives recommended by the Muskoka Housing Task Force and other development initiatives to encourage housing development and supply.
- Coordinates deliverables for various Housing Development initiatives to deliver projects in a timely and efficient manner, working in collaboration with internal and external stakeholders and program applicants.

### What you will need:

- Graduation from a two (2) year Post Secondary Program in business administration, legal, planning, or equivalent.
- Three (3) years of progressive, related and demonstrated experience, such as delivery of housing development projects, project and funding administration, and client/program coordination.
- Knowledge of construction, housing development, project management, affordable housing delivery, applicable legislation/regulatory standards, grant processes, and local government functions and responsibilities.

**For a full outline of the responsibilities and requirements, please review the next page.**

## What we are offering

This is a **Permanent Full-time** opportunity at the District. The hourly compensation range for this role is **\$34.93 to \$38.87** based on a 35-hour work week. The District is also proud to offer the following to our permanent employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday, February 7, 2024 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

## Coordinator, Housing Projects

<b>Department:</b>	Community & Planning Services	<b>Reports to:</b>	Manager, Housing Projects
<b>Effective Date:</b>	January 22, 2024	<b>Supersedes:</b>	April 1, 2022
<b>Classification:</b>	CUPE Inside Class 7 (pre-evaluation)	<b>Job Evaluation Date:</b>	March 2022 – pre-evaluation

**POSITION SUMMARY:**

The Coordinator, Housing Projects acts as a corporate resource/subject matter expert to coordinate housing development projects for the District of Muskoka and the public. In consultation with the Manager, Housing Projects, this job coordinates housing development projects across the District, including the efforts of the Muskoka Housing Task Force.

**DUTIES & RESPONSIBILITIES (not limited to):**

- Administers Housing Development projects following legislation (federal, provincial, local) including the Planning Act, Building Code, etc.; policies, guidelines, standards.
- Coordinates legal agreements and developments processes with program applicants/proponents.
- Supports Manager in coordinating activities and initiatives recommended by the Muskoka Housing Task Force and other development initiatives to encourage housing development and supply.
- Coordinates deliverables for various Housing Development initiatives to deliver projects in a timely and efficient manner, working in collaboration with internal and external stakeholders and program applicants.
- Promotes District Development resources to stakeholders, in part through public information sessions for prospective developers, builders, and other potential development partners.
- Initiate and maintain housing development contacts to increase development opportunities and ensure qualified proponents are referred to appropriate programs and funding opportunities.
- Coordinate and complete initial review of applications and plans for Housing Development projects.
- Support Manager in implementation of the Social Housing Asset Management Plan and Governance Model for the Muskoka Municipal Non-Profit Housing Corporation
- Support Manager in administering District approved housing development projects following Legislation (federal, provincial, local), policies, guidelines, and standards.
- Provide support to the Manager in advising District Council, committees, staff, Area Municipalities and the general public regarding housing development projects.
- In consultation with the Manager, plays a key role in coordinating, supporting, assessing, and delivering housing development projects and developing program targets and goals
- Act as a Housing Development subject matter expert to work with all divisions across the District, assisting the corporation to achieve its strategic goals and advancing its policy and programming interests.
- Maintain database of housing development projects for ongoing support and reporting requirements, and provide oversight of the project timelines and applicant approvals.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Perform other related duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Graduation from a two (2) year Post Secondary Program in business administration, legal, planning, or equivalent.
- Three (3) years of progressive, related and demonstrated experience, such as delivery of housing development projects, project and funding administration, and client/program coordination.
- Knowledge of construction, housing development, project management, affordable housing delivery, applicable legislation/regulatory standards, grant processes, and local government functions and responsibilities.
- Knowledge of legal processes for funding or contribution agreements, real estate and development.
- Demonstrated success in leading a number of ongoing/simultaneous initiatives from concept to completion through the use of project management techniques, public relations, and conflict resolution processes.
- Strong communication (written, oral and interpersonal), analytical, public relations, organizational, project/time management and team building.
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Proficiency in a computerized environment and proficient with Microsoft Office.
- Ability to travel throughout Muskoka Region and neighbouring municipalities.