

The District Municipality of Muskoka is currently recruiting for a Housing Development Project Coordinator

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

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

What you will do:

- Administer Housing Development projects following legislation (federal, provincial, local) including the Planning Act, Building Code, etc., policies, guidelines and standards.
- Coordinate legal agreements and development processes with program applicants/proponents.
- Supports the Manager in coordinating activities and initiatives recommended by the Muskoka Housing Task Force and other development initiatives to encourage housing development and supply.

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 job description by clicking [here](#).

What we are offering

This is a **temporary full-time** opportunity at the District for up to **twelve (12) months**. The hourly compensation range for this role is **\$33.71 - \$37.02**. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday July 6, 2022 @ 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.