

The District Municipality of Muskoka is currently recruiting for a
Project Coordinator to join the
Affordable Housing Team for a contract term of up to 6 months



The District of Muskoka is seeking an experienced **Project Coordinator** to join the Affordable Housing team in our Community & Planning Services department. **This job is being hired on a temporary full-time basis for a period of up to 6 months.**

Reporting to the Manager, Housing Development, the Affordable Housing Project Coordinator acts as a corporate resource/ subject matter expert to coordinate new, and enhance existing, Affordable Housing projects and programs for the District of Muskoka and the public.

The Affordable Housing Project Coordinator is responsible for, but not limited to:

- Administering affordable housing programs following legislation; policies; guidelines; standards
- Coordinating legal agreements and development processes with Affordable Housing program applicants/proponents
- Providing ongoing support to the Muskoka Housing Task Force by coordinating meetings, performing research, compiling data and writing reports
- Coordinating deliverables for various Affordable Housing initiatives to deliver projects and programs in a timely and efficient manner, working in collaboration with internal and external stakeholders and program applicants
- Promoting District affordable housing resources to stakeholders, in part through public information sessions to landlords, developers, public groups and affordable housing consumers
- Initiating and maintaining affordable housing contacts with the commercial sector to develop affordable housing options within the community and ensuring qualified clients are referred to available affordable housing opportunities
- Providing support to the Manager in advising District Council, committees, staff, Area Municipalities and the general public regarding affordable housing programs
- In consultation with the Manager, playing a key role in coordinating, supporting, assessing, and delivering core programs and developing program targets and goals
- Acting as an Affordable Housing 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
- Providing support to the Manager in the development of marketing tools, public relations/media material and brochures
- Maintaining database of affordable housing projects and applicants for ongoing support and provincial reporting requirements, and provide oversight of the program application processes and applicant approvals

What you will bring to us

We would expect that your strengths will include excellent communication/ interpersonal/ analytical/ organizational skills, and accurate judgement in handling sensitive information. A proven ability to lead projects and initiatives from concept to completion through the use of project management techniques, public relations, and conflict resolution processes is a critical success factor for this job.

On the practical side, you are a graduate of a two (2) year post-secondary program in business administration, legal, planning or related field. You will also bring three (3) years of related experienced with emphasis on delivery of affordable housing programs, project development, contract administration, and community outreach. Your knowledge of construction, development and rental practices will shine through on your resume and when you meet with us.

For a full outline of our requirements to this job, please review the complete Job Description.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

Join us and be part of our Vision to RISE together and provide customer experiences that will lead our municipality into a vibrant future!

What We Offer

The **hourly pay rate for this temporary assignment** starts at \$32.19 per hour, with the ability to progress to \$33.38 per hour after 3 months of employment. This job works 35 hours per week, Monday to Friday, some flexibility to work non-traditional hours to meet business needs is required.

We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

How to Apply

If you have the necessary skills, experience and qualifications, and are willing to commit to a **6-month assignment**, please review the **“How to Apply”** instructions on our website before submitting your application:

<https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the **“Apply Now”** link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: August 28, 2019 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.