

## Affordable Housing Project Coordinator

<b>Department:</b>	Community & Planning Services	<b>Reports to:</b>	Manager, Housing Development
<b>Effective Date:</b>	August 2019	<b>Supersedes:</b>	NEW
<b>Classification:</b>	CUPE Inside Class 7 (pre-evaluation)	<b>Job Evaluation Date:</b>	August 2019 (pre-evaluation)

### POSITION SUMMARY:

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. In consultation with the Manager, Housing Development, this job coordinates the development, organization and delivery of affordable housing programs across the District.

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

- Administers affordable housing programs following legislation (federal, provincial, local); policies; guidelines; standards
- Coordinates legal agreements and development processes with Affordable Housing program applicants/proponents
- Provides ongoing support to the Muskoka Housing Task Force by coordinating meetings, performing research, compiling data and writing reports
- Coordinates 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
- Promotes District affordable housing resources to stakeholders, in part through public information sessions to landlords, developers, public groups and affordable housing consumers
- Initiate and maintain affordable housing contacts with the commercial sector to develop affordable housing options within the community. Ensure qualified clients are referred to available affordable housing opportunities as they arise
- Provides 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, plays a key role in coordinating, supporting, assessing, and delivering core programs and developing program targets and goals
- Acts 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
- Provides support to the Manager in the development of marketing tools, public relations/media material and brochures
- Maintains 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
- Works safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- 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 related experience, such as delivery of affordable housing programs, project development, contract administration, or community outreach
- Knowledge of construction, development and rental practices
- Knowledge of legal process for funding or contribution agreements, real estate, and development
- The ability to lead projects and initiatives from concept to completion through the use of project management techniques, public relations, and conflict resolution processes
- Demonstrated success in handling a number of ongoing/ simultaneous projects
- Technologically proficient with Microsoft Office
- Excellent communication skills, resulting in the ability to speak and write in a clear, effective manner and make presentations to a variety of audiences
- Ability to exercise a high level of independence, however, must be able to work effectively in a team and interact with others
- Comfortable working outside regular business hours, as required
- Ability to travel throughout the Muskoka Region and neighbouring municipalities for work related purposes

**DECISION MAKING & INDEPENDENCE:**

This job works under the general direction of the Manager, Housing Development and within the framework of the District's departmental, division, branch policies, directives, guidelines and objectives.

This job will:

- Exercise independence of action in participating and providing program/service recommendations;
- Provide expert opinions/briefings and advice to management on identified and emerging issues impacting program goals or outcomes;
- Exercise discretion and independent judgement to determine and manage work activities where past practices may not exist;
- Have latitude to plan and coordinate all phases of potentially large-scale, multi-stakeholder projects and initiatives in a cost-effective manner; and,
- Be able to anticipate and identify impacts and issues to take corrective action, adjust priorities and meet project commitments.

Judgement is exercised in handling sensitive data sets and information.

**FINANCIAL RESPONSIBILITY**

This job is expected to:

- Provide accurate, timely and reliable information and financial analysis in support of Affordable Housing projects;
- Develop and monitor tracking and reporting mechanisms to measure financial performance, fiscal control and oversight of individual projects; and
- Assist in the preparation of the divisional operating budget, as required

**SUPERVISORY RESPONSIBILITY:**

This job is not directly responsible for the management or supervision of other employees but is anticipated to provide oversight of employees involved in Affordable Housing projects, at times.

This job will also be responsible for providing functional advice to others, including training on affordable housing programs.

**CONTACTS:**Internal:

Ongoing contact with front-line staff and senior staff from the Housing department to collaborate on projects.

External:

Frequent contact with members of the public to provide information and to make presentations on behalf of the District. Coordinate departments within the District Municipality of Muskoka, Area Municipalities, the Provincial government, the private sector, non-profit organizations (i.e., Builders Association) and/or with the public to deliver Affordable Housing programs and to generate affordable housing solutions across Muskoka.

**PHYSICAL / PSYCHOLOGICAL DEMANDS & WORKING CONDITIONS:**

Most of the time is spent in an office environment with frequent opportunity to move about.

Some travel will be required to attend meetings across the District of Muskoka, or beyond. All travel is expected to be exclusively within the Province of Ontario with minimal need, if any, for overnight stays.

**HEALTH & SAFETY RESPONSIBILITIES (for workers):**

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/ procedures of the District;
- Participate in health and safety-related training;
- Wear or use the required protective equipment, clothing and/or devices;
- Report injuries, hazards, or equipment defects.