



## Program Manager Sector Transformation Fund

### **Job Description**

As part of a new, small but very dynamic pan-Canadian organization, the Program Manager will play a key role in the design, implementation and ultimately successful day-to-day operation of the *Sector Transformation Fund* (STF).

### **Required Profile**

The selected person should have a background in administration and practical management experience, ideally related to community housing. S/he will also be fluent in English and French, both written and spoken, be very autonomous in the organization of her/his work, rigorous in her/his action, have a care for details, be results-oriented and master the MS Office Suite (Excel and Word in particular), while adhering to the social values and general guidelines of the Community Housing Transformation Centre.

### **Tasks and Responsibilities**

- Design, define, put in place and carry out all procedures and policies regarding the reception, processing and analysis of applications submitted to the STF;
- Design, define, put in place and carry out all procedures regarding communication with groups submitting applications to the STF;
- Design, define, put in place and carry out all procedures and policies regarding the monitoring and evaluation of applications granted by the STF;
- Conduct administrative and budgetary follow-ups with community and business partners in relation to the STF;
- Write reports outlining the activities, results, budget developments, strengths and challenges of the STF and its management;
- Contribute to the smooth running and overall mission of the Centre.

### **Terms**

- Permanent and full-time position;
- Competitive compensation, group insurance, pension contribution and other benefits;
- Location: Montreal;
- Available as soon as possible.

### **About CHTC**

The CHTC is a resource and reference centre that seeks to support the sustainability and development of community housing, the progress of the right to housing as well as the accessibility of quality community housing.

### **Nomination Procedure**

Interested candidates must send their file (CV and cover letter) in **PDF format** to [info@chtc-ctlc.ca](mailto:info@chtc-ctlc.ca) **before August 19, 2019**.



## **Program Manager** **Community-Based Tenant Initiative Fund**

### **Job Description**

As part of a new, small but very dynamic pan-Canadian organization, the Program Manager will play a key role in the design, implementation and ultimately successful day-to-day operation of the *Community-Based Tenant Initiative Fund* (CBTIF).

### **Required Profile**

The selected person should have a background in community organization and/or administration and practical management experience, ideally related to community organization. S/he should also be fluent in English and French, both written and spoken, very autonomous in the organization of her/his work, be thorough in her/his actions, have a care for details, be results-oriented and master the MS Office Suite (Excel and Word in particular), while adhering to the social values and general guidelines of the Community Housing Transformation Centre.

### **Tasks and Responsibilities**

- Design, define, put in place and carry out all procedures and policies regarding the reception, processing and analysis of applications submitted to the CBTIF;
- Design, define, put in place and carry out all procedures regarding communication with groups submitting applications to the CBTIF;
- Design, define, put in place and carry out all procedures and policies regarding the monitoring and evaluation of applications granted by the CBTIF;
- Conduct administrative and budgetary follow-ups with community and business partners in relation to the CBTIF;
- Write reports outlining the activities, results, budget developments, strengths and challenges of the CBTIF and its management;
- Contribute to the smooth running and overall mission of the Centre.

### **Terms**

- Permanent and full-time position;
- Competitive compensation, group insurance, pension contribution and other benefits;
- Location: Montreal;
- Available as soon as possible.

### **About CHTC**

The CHTC is a resource and reference centre that seeks to support the sustainability and development of community housing, the progress of the right to housing as well as the accessibility of quality community housing.

### **Nomination Procedure**

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## **Webmaster and Graphic Designer**

### **Job Description**

As part of a new, small but very dynamic pan-Canadian organization, the person sought will play a key role in the design, development, hosting, graphics and SEO of the Centre website as well as the development and implementation of its graphic identity of printed productions (brochures, records, etc.).

### **Required Profile**

The chosen candidate will have perfect mastery of WordPress and the main tools and protocols of web programming as well as strong knowledge of the ADOBE suite (Photoshop, Illustrator, InDesign). She or he must demonstrate creativity, innovation, autonomy and a strong sense of aesthetics. Knowledge of network or database administration is an asset. The person is also expected to adhere to the social values and general guidelines of the Community Housing Transformation Centre.

### **Tasks and Responsibilities**

- Program the Centre website (WordPress), strengthen its accessibility (web design) and its referencing;
- Layout CTLC publications;
- Develop the organization's visual signature as well as related tools and activities;
- Contribute to the smooth running and overall mission of the Centre.

### **Terms**

- Permanent and full-time position;
- Competitive compensation, group insurance, pension contribution and other benefits;
- Location: Montreal;
- Available as soon as possible.

### **About CHTC**

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