

Centretown Citizens Ottawa Corporation (CCOC) is looking for a Student Intern for the summer of 2020.

CCOC is hiring a 2020 student intern to assist in developing new affordable housing.

The student will work in collaboration with the CCOC Development department and Cahdco, CCOC's non-profit development corporation. The summer student will assist Cahdco in the development of affordable housing. Tasks will include assisting in feasibility studies, financial modeling, zoning analysis, site massing, event planning, and providing administrative assistance to projects. This position will give students an opportunity to learn about affordable housing and social purpose real estate development. Through supporting the Cahdco mission, the intern will be exposed to various development projects, types of affordable housing, stages of real estate development, and the distinct field of community housing through the various projects and clients supported by Cahdco.

About us:

CCOC is an innovative and award-winning non-profit landlord and a recognized affordable housing leader with over 50 properties located in downtown Ottawa providing nearly 1,600 affordable homes. For over 40 years, CCOC has created, maintained and promoted housing for low and moderate income people.

Cahdco is CCOC's non-profit real estate development corporation. Cahdco combines the affordable housing experience and resources of CCOC with a team of development, construction, and project management experts. Current Cahdco clients/partners include Carefor Community and Health Services, King's Daughters and Sons, Multifaith Housing Initiative, Ottawa Salus, Anglican Diocese of Ottawa, Cornerstone Housing for Women, and the Youth Services Bureau.

Qualifications:

- Experience/Education in one of municipal land use planning, construction project management, engineering, architectural design, real estate development, or **other related programs;**
- Knowledge of Microsoft Office;
- Excellent writing skills (English);
- Must currently be enrolled as a student and must be continuing as a student in the Fall 2020 term.

Working Term:

Cahdco is looking for someone who would be available for a four month period from early May to the end of August.

Apply: Send a cover letter and resume to [hiring@ccochoosing.org](mailto: hiring@ccochoosing.org) by 3:00 pm on March 20th 2020.