

Affordable Housing Development Consultant

Posted September 9, 2020

Interested in using your experience, initiative and knowledge to develop new affordable housing and/or undertake housing policy research?

TWC, with offices in Cambridge and Toronto, is looking for a skilled person/persons to join our team as Housing Consultants.

TWC provides non-profit, government and private sector clients with:

- Affordable Housing Development Services
- Housing Policy and Research Services
- Community Outreach Services

More information about TWC can be found at www.twcinc.ca

The housing consultant will deliver this work by:

- Working on a variety on new affordable housing developments as a project manager;
- Supporting new affordable housing proponents through planning approvals and construction;
- Helping housing proponents access mortgage financing;
- Participating in community meetings and consultations to build support for housing proposals including liaising with municipal planning staff, neighborhood organizations and local elected officials;
- Writing funding proposals;
- Creating and updating capital and operating budgets for new affordable housing;
- Creating and monitoring cash flow during the development phase;
- Co-coordinating the activities of architects, construction firms, housing proponents, financial institutions (for mortgage financing purposes), engineers and various levels of governments involved in supporting new affordable housing;
- Developing work plans with task and timelines to keep projects on track;
- Meeting deadlines;
- Undertaking research on initiatives in affordable housing in Ontario/Canada; and
- Other duties as needed in a small office.

Candidates for this consulting position should ideally have skills in a number of the following areas:

- An understanding of current affordable housing policies at the federal, provincial and municipal levels of government;

- Experience in, or a solid understanding of, the municipal planning and development approvals process,
- Proven project management and organizational skills;
- Experience in community consultation and working with non-profit and co-op organizations;
- Strong research skills related to the affordable housing environment;
- At least two years' experience in housing development/housing policy environment;
- A post-secondary degree in planning, public policy, real estate or a related field;
- Previous experience with Microsoft Office 365 including Word and Excel in an office environment

An ability to work independently and collaboratively with project teams in a fast-paced office environment. Occasional evening and week-end work is required. A good sense of humour is also an important asset. And a tolerance for bureaucratic processes is helpful in this position.

A drivers' license or access to a vehicle would also be helpful for occasional travel in southern Ontario, but it is not essential. Working from a home office is very much an option.

Compensation will depend upon experience.

If interested, please apply by e-mail to: twelch@twcinc.ca, as soon as you can, but no later than Friday, September 25th, 2020. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.