



Make working for  
The City work for you.



## Coordinator, Rapid Housing and Partnerships

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.cityofcalgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Coordinator, Rapid Housing and Partnerships, you will lead and oversee a team in the development and implementation of affordable housing strategies, funding, capital development projects to create and improve affordable housing opportunities in Calgary. Primary duties include:

- Lead The City's implementation of federal and provincial grant funding programs for the capital development of affordable housing.
- Develop real estate redevelopment strategies and lead on major housing redevelopment programs.
- Make recommendations on how capital funding should be disbursed and deployed to create new affordable housing.
- Negotiate and agree contracts and funding agreements with housing providers to deploy funding.
- Support housing providers to be positioned to take advantage of government funding programs.
- Lead high profile affordable housing redevelopment projects, ensuring that projects are delivered on time and to the satisfaction of critical stakeholders.
- Provide project management and content guidance to the execution of projects, ensuring projects are delivered on time and on budget and meet the highest standard of quality in deliverables.
- Provide day-to-day supervision to a team of direct reports (including recruitment, onboarding, training and development, and career planning).
- Communicate extensively with internal and external stakeholders, Council, Administrative Leadership Team, Senior Management Team, other City business units and project teams to coordinate affordable housing initiatives and activities.

### Qualifications

- A degree in Public Administration, Business, Planning, Social Work or a related field and at least 8 years of experience (including supervisory experience).
- Experience must include program management, strategic planning, housing experience and project management.
- Previous experience or in depth knowledge of residential construction management or real estate development is required.
- A professional designation in project management will be considered an asset.
- Success in this position requires excellent communication, facilitation and engagement skills accompanied by strong interpersonal skills with the ability to build and maintain effective working relationships with diverse groups.
- You have the ability to manage multiple, constantly shifting priorities in a fast-paced environment.
- Demonstrated political and business acumen accompanied by proven leadership, negotiation and conflict management skills.

### Pre-employment Requirements

Successful applicants must provide proof of qualifications.

Union: Exempt  
Position Type: Temporary (up to 15 months)  
Compensation: Level F \$88,307 - 135,252 per annum  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Calgary Housing  
Location: 615 Macleod Trail SE  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By: September 23, 2021  
Job ID #: 304497

Apply online at [www.cityofcalgary.ca/careers](https://www.cityofcalgary.ca/careers)