

Affordable Housing Project Manager

Posted September 10, 2021

Interested in using your initiative, attention to detail and project management experience to develop new affordable housing?

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

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 Project Manager's core responsibilities are to lead, coordinate and support new affordable housing proponents through planning approvals and construction.

This will be accomplished by:

- Assisting housing proponents with visioning and determining project feasibility.
- Supporting new affordable housing proponents through planning approvals and construction;
- Leading project teams and co-ordinating 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;
- Leading the procurement of other project consultants, builders, etc.
- 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 proposals to access project funding;
- 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; and
- Other duties as needed in a small office.

Candidates for this position will have skills in a number of the following areas:

- Proven project management and organizational skills, preferably in a multi-residential construction environment skills (PMP certification or equivalent is preferred);
- A general understanding of current affordable housing policies at the federal, provincial and municipal levels of government would be beneficial;
- A general understanding of the municipal planning and development approvals process,
- Demonstrated project leadership abilities;
- At least two years' experience in housing development/housing policy, property management environment;
- Experience in community consultation and working with non-profit and co-op organizations;
- A post-secondary diploma/degree in construction management, planning, public policy, real estate or a related field;
- Previous experience with Project management software, 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, with a range of \$55,000 to \$85,000.

If interested, please apply by e-mail to: twelch@twcinc.ca, as soon as you would like, but no later than Friday, September 24th, 2021. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.