



Community Housing
Transformation Centre
Centre de transformation
du logement communautaire

Join our dynamic and growing team!

Housing resource inventory coordinator

At the Centre, “we don’t build houses... we build community!” We are currently looking for a coordinator for our housing resource inventory.

Would you like to contribute to the development of a robust library of community-housing resources from across the country?

The resource inventory is part of the Centre’s mission to build on all of the amazing work that community-housing providers have accomplished over the years, and to share these valuable tools with the entire housing community, from band councils to co-op boards to tenant associations.

The organization

The Community Housing Transformation Centre works with housing organizations across Canada to transform, sustain and expand community housing. We bring together the expertise, resources and promising practices of the entire sector in one place. Collectively, we can become a catalyst for transformation by helping housing providers find solutions to their challenges, by identifying gaps and working together to find solutions, and by finding transformative practices to study and adapt.

The desired profile

The housing resource inventory coordinator will play a leading role in aggregating, cataloguing and coordinating an online index of documents, videos and other media relating to the provision of community housing (co-ops and non-profits) and related support services (for people living with dependencies, fleeing violence, homelessness, etc.).

The role and responsibilities of this position

The ideal candidate will have:

- A degree in Communications or Project Management, or relevant experience related to the position;
- A minimum of 1 to 3 years of experience in the organization and coordination of services;
- Knowledge of the community-housing sector;
- Good command of Office 365;
- Competent communication skills (verbal and in written) in English and French.

Job conditions

- This position is offered for a minimum of one year;
- Wage and benefit conditions are competitive;
- The position is via remote telework;
- We promote work-life balance;
- The work will begin as soon as possible.

Does this challenge appeal to you?

Please send your resumé with a cover letter no later than Friday, February 4, to info@centre.support.

The Centre is committed to diversity and inclusion. We particularly encourage applications from candidates who are Indigenous, Black, Persons of Colour, persons from the LGBTQIA2S+ community and individuals living with disabilities.

Please note that we will carefully consider all applications submitted, but only selected candidates will be contacted.