



Affordable Housing Consultant (Project Manager)

Posted August 11, 2022

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 Affordable Housing Consultant with a focus on Project Management.

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

- Affordable Housing Development and Project Management Services
- Housing Policy and Research Services
- Housing Program and System reviews

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

The Housing Consultant/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 financial feasibility;
- Participating in community meetings and consultations to build support for housing proposals including liaising with municipal planning staff, neighborhood organizations and local elected officials;
- Supporting new affordable housing proponents through municipal planning approvals and construction;
- Leading the procurement of other project consultants, builders, etc.
- Leading project teams and 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;
- 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-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;
- Developing work plans with task and timelines to keep projects on track;
- Meeting deadlines; and,
- Other duties as assigned.

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

- Proven project management and organizational skills, preferably in a multi-residential construction environment (PMP certification or equivalent is preferred although TWC can help a successful candidate obtain certification).
- 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 project management, planning, public policy, real estate, construction management 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.

Preference will be given to candidates located in the GTA. A drivers' license or access to a vehicle would also be helpful for occasional travel in southern Ontario. TWC can offer candidates the option of working from home as well as offering office space when needed.

Compensation will depend upon experience.

If interested, please apply by e-mail to: twelch@twcinc.ca, as soon as you would like, but no later than Monday, August 29th, 2022. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.