Housing Program Coordinator

Reports to: Senior Manager of Education
Term: May 6 to August 27, 2026, with possibility of full-time or part-time renewal in Fall 2026
Hours: 28-35 hours per week (part-time, reduced or compressed hours can be negotiated)
Compensation: $27.72/hr
Benefits: 1.25 days paid vacation per month; Reduced work week in July & August with Fridays off; 2 paid sick days/month
Location: CHRA offers a hybrid work environment, with the possibility of remote work from anywhere in Canada.

Application: Send cover letter and resume to Mel Willerth, Senior Manager of Education, (Mel@chra-achru.ca) before 9:00 am ET, Wednesday, March 18, 2026. Interviews will be conducted on March 25-26.

CHRA fosters an inclusive work environment. We welcome and prioritize applications from Indigenous Peoples, racialized people, folks with disabilities, people with lived experience of poverty and homelessness, and those who identify as 2SLGBTQIA2+. We can accommodate during all phases of the selection process. We invite applicants to self-identify if they are part of a priority group.

About CHRA

The Canadian Housing and Renewal Association (CHRA) leads and provokes system-wide action toward the right to housing for all by serving as the national voice of the community housing sector. We create the conditions for community housing providers across the country to achieve their goals and drive change.

Our members include affordable and social housing providers, Indigenous housing providers, municipalities, provincial and territorial housing departments, non-profit organizations, housing associations, businesses, and individuals from every region of Canada.

Position Summary

CHRA is seeking an organized, detail-oriented, and enthusiastic Housing Program Coordinator to support the planning, coordination, marketing and delivery of programs and online events. Reporting to the Senior Manager of Education, the Coordinator will help ensure that CHRA's programs—such as the Chartered Institute of Housing Canada, webinars, a climate resiliency technical program, and a Fall 2026 national summit on housing and the economy — are well subscribed and planned for high impact.

This role requires strong communication and project management skills, and a collaborative mindset. You'll play a role in the logistics, communications, and day-to-day operations of CHRA's programming.

This is an exciting opportunity to support national-level events and programs that contribute to the right to housing in Canada. If you're passionate about social impact, logistics, and working with a dynamic team, we'd love to hear from you.

Key Responsibilities

Program Coordination

- Support marketing and recruitment for CHRA programs, including the Chartered Institute of Housing Canada (CIHC) accreditation programs, and climate resilient housing technical services.
- Manage program and online event registration systems, speaker coordination, and attendee communications
- Support content development, scheduling, and technical delivery for virtual events and webinars
- Assist in program evaluation, including gathering feedback and preparing reports

Communications & Promotion

- Collaborate with the communications team to develop and distribute promotional materials for events and programs
- Produce basic promotional graphics, with guidance from the CHRA Communications and Member Engagement team
- Draft electronic communications for outreach and recruitment into Fall 2026 program cohorts
- Support communication for members of the CIHC
- Respond to inquiries related to program registration, program offerings and subscriptions

Administrative Support

- Provide administrative and logistical support to the Senior Manager of Education including, but not limited to board support, membership renewals, minute taking and distribution.
- Maintain accurate records and documentation related to event planning and program delivery
- Support additional tasks as needed across the CHRA and CIHC program portfolio

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Qualifications

Required:

- Excellent organizational and time-management skills
- Strong written and oral communication abilities
- Ability to manage multiple tasks and deadlines independently
- Proficiency with Microsoft Office Suite
- Experience with managing events on virtual meeting/event platforms such as Zoom and MS Teams
- Proficiency with Canva or similar basic graphic design tools
- Working knowledge of puns; advanced certification of groan-worthy wordplay considered an asset
- 2 years of post-secondary education or equivalent work experience

Assets:

- Experience coordinating events, programs, or professional development activities
- Familiarity with principles of adult education
- Bilingualism in English and French
- Familiarity with the non-profit or community housing sector