



**Affordable Housing Consultant (Planner/Project Manager)
Hybrid Role (largely remote) Part-time or Full-time
(Contract)**

Posted November 26, 2024

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

TWC is looking for a skilled person to join our team as an Affordable Housing Consultant with a focus on municipal planning policies/approvals, planning policy and research, accessing project funding and Project Management. The position will involve working remotely with the need for occasional in-person meetings in Southern Ontario. TWC does have access to workshare offices in the GTA and Southern Ontario.

The position could be **full or part-time, filling a 12-month leave in our office.**

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

- Affordable Housing Development Services
- Housing Policy and Research Services

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

The Housing Consultant Planner/Project Manager's core responsibilities are to lead, coordinate and support new affordable housing proponents through planning approvals and construction and to undertake housing policy research.

You will use this knowledge and experience to:

- Undertake housing policy research in support of housing needs assessments and housing strategies
- Assist housing proponents with visioning and determining project financial feasibility;

- Participate in community meetings and consultations to build support for housing proposals including liaising with municipal planning staff, neighborhood organizations and local elected officials;
- Lead the co-ordination of municipal planning approvals for new affordable housing developments;
- Support new affordable housing proponents through municipal planning approvals and construction;
- Lead the procurement of other project consultants, builders, etc.
- Lead 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;
- Write and submit detailed funding proposals to access project funding;
- Understand project pro-forma and development budgets;
- 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;
- Co-ordinate work to meet aggressive deadlines; and,
- Other duties as assigned.

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

- A post-secondary diploma/degree in planning, project management, public policy, real estate, construction management or a related field;
- At least two years' experience in planning approvals, housing development/housing policy, property management environment, preferably in Ontario;
- Functional knowledge and understanding of current affordable housing funding programs in Canada and Ontario.
- Proven experience working with Ontario municipal planning policies and development approvals process. (A RPP designation is an asset);
- A proven understanding of current affordable housing policies in Canada at the federal, provincial, and municipal levels of government.
- Experience leading engaging and participatory community consultations with an ability to resolve conflict through consensus building.
- Experience working with community agencies, government and non-profit and co-op housing organizations;
- Proven project management and organizational skills, preferably in a policy/research and/or multi-residential construction environment (PMP certification or equivalent is preferred)
- Previous experience with project management software, i.e., Monday.com, Microsoft Office 365 including Word and Excel.

An ability to work independently and collaboratively with project teams in a fast-paced environment. Occasional evening and week-end work is required. This a hybrid work arrangement, however preference will be given to applicants located in Ontario due to the need to occasionally travel to meetings, etc.

A drivers' license and access to a vehicle would also be helpful for occasional travel in Ontario.

The salary range is \$70K-\$90K commensurate with experience.

If interested, please apply by e-mail to: twelch@twcinc.ca, as soon as you would like, but no later than Wednesday, December 11th, 2024. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.