

Housing Initiative Coordinator (3-year term)

This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of **Housing Initiative Coordinator**! The position has been created through funding assistance provided by the Canadian Mortgage and Housing Corporation (CMHC) under their Housing Accelerator Fund (HAF). This position is for a three-year term with the possibility of renewal. Among other aspects, the associated duties will be guided by the CHMC/Kings HAF Agreement.

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner. We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

Primary Responsibilities

- Develop formalized programs, including research leading to the creation of new or amended by-laws, policies, and programs related to:
 - Housing starts in the not-for-profit sector;
 - Accessory Dwelling Unit funding opportunities;
 - Continued efforts in housing densification.
- Administration of newly developed programs.
- Act as Municipal representative on regional committees related to housing and housing issues.
- Administer Canada Mortgage and Housing Corporation (CMHC) reporting requirements.
- Assist in the development and implementation of a communications strategy.
- Report to Council on improvements to housing stock and related matters.
- Assist developers and property owners with finding information related to funding for housing development and related housing matters.

Candidate Profile

Education and Experience

- Bachelor's degree in Planning, Community Design, Community Development, Architecture, Public Administration, or a related field.
- Related experience, preferably in a municipal environment.
- Demonstrated knowledge of project management considered an asset.

Knowledge, Skills, Abilities:

- Excels in a team environment (team development & leadership).
- Experience in business planning, and creating awareness and promoting various forms of government initiatives.
- Interpersonal networking and relationship building skills.
- Self-starter, creative problem solver, analytical thinker.
- Presentation and facilitation skills
- Ability to manage multiple projects.

Compensation & Benefits

This is a three-year term non-union position, with possibility of renewal. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match). Salary will be set within the \$69,500 - \$83,000 range. Regular hours of work will be Monday to Friday 8:30am – 4:30pm. Some evening hours may be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday November 1, 2024**.

To provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments, and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.