



Affordable Housing Consultant Policy and Research

Posted June 6, 2022

Interested in using your initiative, research and policy experience to create policies and undertake research in support of creating new affordable housing?

TWC, with offices in Toronto and Cambridge, is looking for a skilled person/persons to join our team as Affordable Housing Consultant with a focus on Policy and Research.

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/Policy and Researcher's core responsibilities are to undertake housing policy research and provide some support to new affordable housing proponents through planning approvals and construction.

This will be accomplished by:

- Undertaking housing need and demand analysis;
- Researching best practices and policies that support the creation of new affordable housing;
- Undertaking interviews with key stakeholders, community organizations and others;
- Lead and participate in community meetings and consultations to build support for policies and new 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.
- Drafting responses to proposal calls for housing studies;
- Writing proposals to access project funding;
- Creating and updating capital and operating budgets for new affordable housing;

- 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 policy and research skills, preferably in the affordable housing field;
- 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 and stakeholder engagement 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 planning, public policy, real estate, project 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. And a tolerance for bureaucratic processes is helpful in this position.

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. While office space in Toronto and Cambridge can be provided, working from a home office is also an option.

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 Wednesday, June 22th, 2022. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.