



## **Affordable Housing Consultant (Planner/Project Manager) (Remote) Part-time and/or Full-time**

Posted February 8, 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 Planning approvals 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/southern Ontario.

The position could be **full or part-time**.

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](http://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.

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;
- Co-ordinating municipal planning approvals for new affordable housing developments;
- 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:

- At least two years' experience in planning approvals, housing development/housing policy, property management environment, preferably in Ontario;
- Proven project management and organizational skills, preferably in a multi-residential construction environment (PMP certification or equivalent is preferred)
- A general understanding of current affordable housing policies in Canada at the federal, provincial, and municipal levels of government would be beneficial.
- An understanding of the Ontario municipal planning and development approvals process, with RPP designation a definite asset;
- Demonstrated project leadership abilities;
- 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 environment. Occasional evening and week-end work is required.

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

TWC offers competitive salaries. Compensation will depend upon experience.

If interested, please apply by e-mail to: [twelch@twcinc.ca](mailto:twelch@twcinc.ca), as soon as you would like, but no later than Friday, February 23rd, 2024. If you have any questions regarding this position, please contact Tim Welch by e-mail or by phone at (519) 729-8924.