

## **The District of Nipissing Social Services Administration Board is hiring!**

### **Housing Programs Policy, Development and Program Coordinator**

**(Up to December 31<sup>st</sup>, 2022)**

#### **Bulletin No. D2022-31**

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to the hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Policy, Development and Program Coordinator to add to our exceptional Housing Programs team.

This Housing Programs Policy, Development and Program Coordinator position for up to December 31<sup>st</sup>, 2022 is physically located in North Bay. This position is responsible to provide business support, financial support, and guidance for the development of policy and new housing projects, as well as the planning and delivery of capital projects. This position assists with assessments and reviews of program performance to ensure investments in program projects are risk-managed and meet all legislative requirements and program guidelines. The DNSSAB offers a competitive salary of \$45.72 per hour a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

#### **Qualifications:**

- Diploma in Planning, Business Administration, Accounting, Finance, or Economics or an acceptable combination of education and experience;
- Minimum five (5) years of relevant experience in development, municipal land use planning, project management, financing and project planning; Two (2) years' experience directly supervising employees;
- Proficient knowledge of the provisions of the Ontario Building Code, National Building Code of Canada, Fire Codes, related Provincial Regulations, CGS zoning and related regulatory by-laws;
- Knowledge of Housing Services Act and Residential Tenancies Act legislations, regulations and design requirements with an understanding of building construction design methods and specifications and multi-residential property maintenance techniques and best practices;
- Proficient in the use of Microsoft Office applications for report writing, data analysis, correspondence and presentations including, Word, Excel, Power Point, Outlook and SharePoint;
- Skilled writer and communicator, preferably in both official languages, with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders;
- Excellent presentation, organizational, time management, analytical, problem solving, decision making skills and able to respond to issues using sound judgement;
- Demonstrates, understands and simultaneously meets the needs of many customers and stakeholders with proven partnership building abilities, on both a strategic and implementation level;
- Self-motivated individual capable of working independently and in teams in a dynamic work environment, and able to prioritize workload to meet inflexible deadlines;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Respect of confidentiality and demonstrated regular attendance in keeping with the Board's Attendance Management Policy.

**Must be legally eligible to work in Canada. Criminal Reference Check within three (3) months is a requirement.**

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30PM, Friday, June 3<sup>rd</sup>, 2022. Please follow this link <https://bit.ly/3wLjHSV> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.**

**We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**