



JOB DESCRIPTION

JOB TITLE	Policy Analyst Intern
DEPARTMENT / PROGRAM AREA	Nipissing District Housing Corporation
REPORTING TO	Director, NDHC
EFFECTIVE DATE	August 2025
SALARY	\$20.00 per hour

JOB SUMMARY

Reporting to the Director of NDHC the Policy Analyst Intern will support the development, evaluation, and implementation of housing-related policies and programs that align with the mission of the Nipissing District Housing Corporation (NDHC) and the District of Nipissing Social Services Administration Board (DNSSAB). This role is ideal for a student or recent graduate passionate about affordable housing, tenant advocacy, and community development. This work will require performing confidential administrative functions within the corporation's various departments and will work closely with the management team to ensure continuous delivery and improvements in all aspect of the organization's functions.

JOB DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Conduct research and analysis on common policies and processes on housing policy, maintenance and tenant services relevant to non-profit housing providers in the northeastern district;
- Support the review and development of operational policies;
- Assist with creating and distributing surveys, collecting the data and analysing the results;
- Assist with coordinating and organizing staff development opportunities;
- Draft policy briefs, reports and make presentations to internal employees;
- Monitor and summarize relevant provincial legislation and funding programs relevant to non-profit housing;
- Participate in regular team meetings and contribute to strategic planning discussions, including taking meeting notes;
- Assist with data collection, program evaluation and performance measurement;
- Provide administrative support for policy-related projects and management related initiatives as needed.

Other Duties

- Assist to create and maintain all records and databases, perform periodic audits, and create statistical reports and/or supporting information to be used by the senior management team in making decisions;
- Respond to and provide support and solutions to employees on general inquiries in accordance with legislation, organizational policies and procedure;
- Maintain confidentiality of all related information, including but not limited to tenants, employees, health and safety;
- Covers the Tenant Administrative Worker as needed;
- Other duties as assigned by the Director of NDHC or Chief Administrative Officer (CAO).

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Two-year Post-secondary diploma program in Public Policy, Urban Planning, Political Science, business management, Community Development or related field.
- Excellent interpersonal skills, including excellent oral and written communication skills;
- Excellent organizational and time management skills with demonstrated attention to detail to ensure successful completion of tasks while providing excellent service;
- Ability to manage daily workload, multi-task and set priorities to meet required deadlines while managing competing demands in a fast-paced environment;
- A self-starter, with ability to work with all levels of the organization;
- Ability to work both independently and co-operatively as member of a team;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Ability to maintain and respect confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- A valid Ontario driver's license and a vehicle for use on the job.