



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following temporary position:

Housing Action Plan Coordinator **Planning and Development Services Department**

Purpose and Scope:

The Housing Action Plan Coordinator is responsible for supporting the City's Housing Action Plan through research, analysis, monitoring, and reporting, with a focus on implementing defined initiatives.

Education and Experience:

The successful candidate will have a three (3) year degree or diploma in Public Administration, Business Administration, Urban and Regional Planning, or a related field. Comprehensive knowledge, education/ training and experience in one or more of the major responsibility areas is required. Certification as a Project Management Professional (PMP) is considered a preferred asset.

A minimum of two (2) years of work experience in a related field is required along with experience with research, project monitoring and administration, public consultation, public speaking, and relevant legislation. Project management experience, including creating and implementing project management tools is required.

Remuneration: 2024 C.U.P.E. Salary Grid Band 10 - \$42.57 per hour.

Note: This is a twelve (12) month contract position to support the [City of Quinte West Housing Action Plan](#).

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 pm on June 2, 2024**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.