



Project Manager, Affordable Housing (2-year Contract) Development Services

Position Summary

The Development Services team is accepting applications for the full-time contract position of Project Manager, Affordable Housing. Reporting to the Director of Planning Policy and Urban Design, the Affordable Housing Project Manager would be responsible for liaising with housing delivery partners and other levels of government, to ensure the timely development, monitoring and implementation of affordable housing initiatives within the Town of Milton.

Major Job Responsibilities

- Co-ordinates the implementation of the Town's affordable housing related initiatives
- Ensures that Town policies, processes, and regulations work together to support and enable cost effective and timely delivery of affordable housing initiatives
- Assists in the co-ordination of available resources and financial tools to support affordable housing initiatives, while building corporate and community capacity and awareness of affordable housing needs
- Monitors and reports on affordable housing initiatives under the Town's Housing Accelerator Fund and the Municipal Housing Pledge, including data gathering and progress tracking of initiatives
- Conducts research and analysis on affordable housing and related issues and provides projections based on this analysis
- Supports the delivery of affordable housing initiatives by the private sector, not-for-profit organizations, co-operatives and the Region of Halton by establishing regular networking opportunities for sharing information about housing needs, identifying and discussing challenges and opportunities to the creation of affordable housing and ensuring alignment with council priorities and objectives
- Works with Staff to advance affordable housing initiatives through the Town's Official Plan, Secondary Plans and Comprehensive Zoning By-law as required.
- Provides technical input expertise, and coordination support for various policy projects to staff, Council, external agencies, the general public and the development industry.
- Prepares Staff reports and recommendations on affordable housing initiative and associated policy matters based upon the application of established Provincial, Regional and Town policies, sound planning principles and professional judgment
- Project manage consultants and coordinate inter-departmental working groups on the consultation, development, and implementation of affordable housing supportive policies directed by Council

Education and Experience

- Post-secondary degree in Community, Urban or Regional Planning or a discipline related to Housing and Public Policy, Public Administration or equivalent
- Minimum of three (3) years of progressively responsible and directly related experience
- Experience working at a public agency or within a municipal work environment is preferred

Certifications and Designations

- Full membership in the Ontario Professional Planners Institute (RPP) and the Canadian Institute of Planners (MCIP) or other related professional designation
- Project Management Certificate is preferred
- Public Administration Certificate is preferred

Additional Job Skills

- Experience in, program and policy development leading to implementation and delivery
- Knowledge and experience in developing and/or implementing affordable housing programs, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques
- Knowledge and experience working with affordable and/or non-profit housing providers, partnerships and incentives
- Ability to write clear, precise, well organized and inclusive reports and recommendations for approval.

- Highly developed presentation skills and interpersonal skills, with the ability to communicate ideas, methods and recommendations internal and external stakeholders
- Strong negotiation, mediation, conflict resolution and public relations skills
- Proven project management, research, analytical and problem solving skills
- Experience with progress reporting, monitoring and data tracking

Salary Range: \$103,989 - \$129,986 (based on a 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Current Employment Opportunities section. The job posting closes at 12:00 am on June 24, 2024. **Interested applicants, please ensure to apply by 11:59 pm on June 23, 2024.**

Internal Applicants: If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

About Milton

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.