



MANAGER HOUSING AND SOCIAL POLICY Regular Full-Time (Exempt)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

At the City of Coquitlam, we are looking for great people who want to make a real difference in our community. Join us as our Manager, Housing and Social Policy to be part of a collaborative, forward thinking, and innovative team striving to build a great city. We know you're continually innovating and progressing just like we are, so please note that we are open to candidates from varying professional backgrounds and experiences to be a part of our growing and dynamic organization. We encourage you to make this the first of many opportunities you will have at the City of Coquitlam.

Reporting to the Director of Urban Planning and Design, the Housing and Social Policy Manager will be responsible for overseeing and leading a team in preparing and implementing policies, plans, initiatives, and strategies in the focus areas of housing and social planning. This includes exciting work in the delivery of market and non-market housing policy and projects, undertaking housing needs assessments and developing new policy in alignment with identified needs, coordinating actions on homelessness, enhancing community wellbeing, building social policy, supporting childcare policy, and responding to emerging social issues.

In this position, you will play an integral role in helping to plan for and respond to shifts in a rapidly growing community. The role will require strong leadership skills, the ability to prioritize multiple demands and manage change; excellent written, presentation, and communication skills; and, the ability to support and coach staff in meeting deliverables, problem solving, and achieving outcomes to complex challenges. Additional responsibilities will include supporting the team in establishing collaborative relationships and liaising with both internal departments as well as external interest-holders, including non-profit housing providers, non-profit organizations, community organizations and other levels of government and agencies; reviewing and providing advice on development applications (e.g. market rental and affordable housing developments); investigating potential grants, capital funding, and other opportunities to support Council's housing and community objectives; and responding to information requests from the public, staff, council, and external agencies.

Minimum Qualifications

Our ideal candidate would preferably possess a degree from a recognized planning program in Community or Regional Planning, Urban Studies, Community Development or a closely related field. We are; however, open to candidates from diverse and varying professional backgrounds if strong leadership, communication and innovation are key personal drivers.

Other Requirements include:

- A willingness to join and excel with a dynamic team and growing municipality that is full of opportunity.
- Excellent interpersonal skills to provide strategic advice, counsel and guidance on critical issues that have social and community impacts.
- A strong understanding of the municipal planning and development process, including how social and housing policy (ex. rental housing) may be implemented through development applications.
- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively with contractors, consultants, community groups, members of the public and external agencies.
- Advanced project management, research, analytical and problem solving skills, with an ability to interpret and act on emerging issues and exercise judgement in complex problem solving.
- Ability to prepare reports / recommendations to senior management, boards of directors and/or City Council.



- An understanding of and a desire to promote the strategic direction of the City.
- Attendance at occasional evening Council, committee and public meetings is required for this role.

Preferred Qualifications

- Strong related knowledge of public engagement, policy development, land economics, grant writing and management, industry practice, municipal governance, provincial legislation pertaining to housing, and federal and provincial housing strategies/programs.

What We Offer:

This excluded position has an annual salary range of \$137,991 - \$155,221. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

The City is proud of its commitment to supporting our employees through professional development and learning as a partnership between our organization, managers, and staff. We are keen to work with and support the best fit candidate to lead this important work moving forward and in their career development.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in a flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on October 22, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.