



HOUSING ACCELERATOR FUND (HAF) COORDINATOR
Temporary Part-Time (24 Hours per week)
Term: Nine (9) months

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Rate of Pay: \$40.08 - \$46.89/hour

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, March 23, 2025.

POSITION SUMMARY:

The Housing Accelerator Fund Coordinator will be responsible for coordinating and supporting implementation activities related to Housing Accelerator Fund initiatives within Loyalist Township. This role involves coordinating housing development projects including policies and programs, procuring and supporting external consultants, undertaking research, collaborating with various stakeholders, ensuring compliance with relevant policies and regulations, and administering Canada Mortgage and Housing Corporation (CMHC) reporting requirements. The Coordinator will play a pivotal role in promoting housing solutions and advancing the Township's housing goals.

RESPONSIBILITIES

- Coordinate the planning and assist in the execution of Housing Accelerator Fund initiatives as outlined in the CMHC/Loyalist Township HAF Agreement including research leading to the creation of new or amended by-laws, policies, and programs related to affordable, purpose-built rental, and missing middle housing units as well as as-of-right zoning permissions and development timelines.
- Develop project workplans, budgets, communications strategies, and reports including funding reporting to Township Council and CMHC.
- Monitor and evaluate project progress and outcomes to ensure alignment with established HAF initiative goals.
- Liaise with municipal departments, community organizations, developers, and external partners to promote collaboration and support.
- Facilitate public engagement sessions to gather community and developer input on housing programs, policies, and projects.
- Prepare and present reports to senior management and stakeholders regarding project status and recommendations.

- Stay updated on housing trends and regulatory changes that impact housing development.
- Develop public education and advertising of the Housing Accelerator/Affordable Housing initiatives to reach target audiences
- Other duties as assigned

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:

Education

- Bachelor's degree in Urban Planning, Public Administration, or a related field.

Experience

- Three (3) years' experience in housing policy, urban development, project management, and/or managing funding programs, preferably in a municipal environment.

Knowledge/Skill/Ability

- Knowledge of housing policies and regulations at the municipal, provincial, and federal levels.
- Knowledge of the principles of project management and community development.
- Knowledge of residential housing strategies and best practices.
- Intermediate computer application skills including project management software and Microsoft Office programs.
- Strong analytical and problem-solving skills.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the Township in a professional, consistent, and positive manner.
- Excellent interpersonal skills and strong verbal and written communication skills delivered in a professional manner ensuring accurate information is conveyed, with the ability to engage effectively with diverse stakeholders.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance.
- Strong presentation skills with the ability to deliver information and facilitate discussion and feedback with the public and staff.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- A demonstrated ability to establish effective working relationships both within and outside the organization.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.

- Obtain and maintain satisfactory Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Regular communication with colleagues.

External

Regular communication with external stakeholders such as non-profit organizations, developers, community groups and local government officials.

WORKING CONDITIONS:

- Normal office environment working conditions apply as well as occasions where there may be the requirement to attend housing construction sites.
- May be seated for long periods (3-4 hours).
- Occasional attendance at after-hours council or public meetings.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.