

Town of Caledon

make a difference



Job Title: Project Lead, Housing Accelerator Fund (Contract up to 12 Months)
Closing Date: April 2, 2025

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Director of Strategic Planning Policy, this role is responsible for spearheading the implementation and management of the Town's Housing Accelerator Fund (HAF) initiatives. You will oversee the HAF action plan's execution, ensuring alignment with both federal funding requirements and local housing priorities. As the Project Lead, you will manage an internal task force, supervise consultants, and ensure the timely delivery of project milestones. Your key responsibilities will include reporting on progress, managing team collaboration, and ensuring successful outcomes for the Town's housing objectives.

As the Project Lead, you will perform the following duties, including but not limited to:

- Oversee day-to-day operations of the HAF project, ensuring adherence to project schedules and budgets.
- Coordinate and facilitate regular meetings with the internal HAF taskforce, ensuring clear communication and collaboration.
- Develop and maintain project documentation, including progress reports, risk assessments, and financial tracking.
- Facilitate the removal of roadblocks for the taskforce by collaborating with relevant departments.
- Approve detailed scope of work for consultants, manage their budgets, and coordinate inter-departmental working groups.
- Act as the primary point of contact for internal departments and external agencies (e.g., CMHC) related to HAF progress.
- Manage public communications, including content for media, and advocate for HAF initiatives.
- Present at Planning Committee and Council meetings, ensuring HAF-related recommendation reports are in place.



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- Liaise with housing delivery partners and the Region of Peel.
- Coordinate legal peer reviews and undertake complementary framework projects aligned with HAF initiatives.
- Facilitate public consultations and engagement activities to gather input on HAF projects.

The Ideal Candidate

We are seeking an experienced and motivated professional with a post-secondary degree in Urban Planning, Public Administration, Project Management, or a closely related field. Our ideal candidate has more than 5 years of experience advising senior leadership in project management, ideally in the public sector or housing development.

The ideal candidate will have demonstrated expertise in housing program and policy development, including affordable housing incentive programs. We are looking for an individual with superior organizational skills, a demonstrated ability to coordinate cross-functional teams, and excellent analytical and problem-solving abilities. The successful candidate must also exhibit exceptional verbal and written communication skills, as well as the ability to make decisions that impact major functions.

The successful candidate for the Project Lead, Housing Accelerator Fund will be required to work a flexible schedule, including in the office, remotely, and after hours (as required).

This position offers an hourly rate range of \$63.25 to \$79.06/hr.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until April 2, 2025 12:00PM EST.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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