

# Housing Accelerator Fund Coordinator

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #1051

Date Posted: April 4, 2025



The Corporation of the City of St. Thomas is recruiting for a:

## HOUSING ACCELERATOR FUND COORDINATOR

Offices of Mayor & City Manager  
Temporary, Full-Time (18 Months)

Job Posting #: 1051-04-25

### POSITION SYNOPSIS AND PURPOSE:

This non-union position, working under the direction of the City Manager and with an internal project team, is responsible for coordinating all aspects of coordinating the HAF project(s) which may include 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 HAF Coordinator will play a pivotal role in promoting housing solutions and advancing the City of St. Thomas housing goals.

### MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

#### Project Management and Coordination (40%)

- Coordinates the planning and assists in the execution of HAF initiatives as outlined in the CMHC/City of St. Thomas HAF Agreement including research leading to the creation of new or amended by-laws, policies, and programs related to increased housing supply, including affordable housing units as well as as-of-right zoning permissions and development timelines.
- Facilitates the administration and implementation of the newly developed programs and policies, including making recommendations for budget and personnel support.
- Develops project workplans, budgets, communications strategies, and reports including required funding reporting to CMHC.

#### Project Reporting and Communication (30%)

- Facilitates public engagement sessions to gather community and developer input on housing programs, policies, and projects.
- Creates, maintains, monitors the progress of and reports on key performance indicators and other statistical information pertaining to the various HAF initiatives including the City's Strategic Plan, Business Plans and Service Strategies.
- Participates in the organization of and prepares materials for meetings with elected officials, municipalities and external stakeholders.
- Prepares and presents reports, policies and procedures, to City Council, senior leadership, and stakeholders regarding project status and recommendations.
- Liaises with a variety of municipal departments, community organizations, developers, and external partners to promote collaboration and support.
- Cultivates strong relationships with individuals, organizations, business and government.

#### Project Evaluation and Ongoing Research (15%)

- Conducts research and completes assessments of legislation, inter- governmental policies and trends, further grant funding opportunities, providing analysis and advice in the area of housing.

- Monitors and evaluates project progress and outcomes to ensure alignment with established HAF initiative goals.
- Stays updated on housing trends and regulatory changes that impact housing development.

#### **Budget and Administration (10%)**

- Develops requests for proposal documents in collaboration with City stakeholders; evaluates proposals received and makes recommendations for contracts as appropriate.
- Assists in the development of budgets and other financial reports, supporting regular monitoring and performance.

#### **Other (5%)**

- Represents the City and on a case by case basis, at meetings and events.
- Performs other duties, responsibilities and functions as assigned by the City Manager.

### **MINIMUM QUALIFICATIONS:**

#### **Education (degree/diploma/certifications)**

- Two (2) year College Diploma or University Degree in GIS and Urban Planning, Urban and Regional Planning, Business Administration, Project Management, 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. Experience with leading/coordinating teams.
- Experience in conducting research, analysis, report and briefing note development, evaluation and policy formulation.
- An equivalent combination of education and experience may be considered.

#### **Knowledge/Skill/Ability**

- A thorough understanding of housing policies and regulations at the municipal, provincial, and federal levels, coupled with knowledge of residential housing strategies and best practices.
- Complete knowledge of the principles of project management and community development.
- 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.
- Strong writing skills are a requirement.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities based on urgency and importance.
- Well developed problem solving and decision-making skills.
- Ability to work independently and to display initiative in pursuing new challenges and opportunities.
- Excellent organizational skills for managing competing and rapidly changing priorities with strict timelines.
- High proficiency in technical applications including Microsoft Office and related programs.
- Ability to maintain a high level of confidentiality.
- Ability to think and interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.

#### **Other**

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.
- Satisfactory Police Record Check.

### **HOURS OF WORK:**

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch.

### **WHAT WE OFFER:**

- Pay Range: \$42.62 - \$51.81 per hour (\$77,571 - \$94,288 per annum)
- Extended Health Care and Dental Benefits
- OMERS Pension Plan
- Employee Family Assistance Program (EFAP)

**Applications must be received no later than Wednesday April 23, 2025 at 11:59 p.m.**

**HOW TO APPLY:**

Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

**Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.**

*Note: You may be required to answer Qualification questions during the application process.*

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

## Other details

Pay Type   Hourly

Apply Now