



Make working for
The City work for you.



Project Manager, Housing Policy & Programming

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Chief Housing Office (CHO) has several exciting Project Manager opportunities available to join a dynamic team of talented professionals. Project Managers within the business unit undertake a range of work related to developing and executing housing policy, strategy, funding and programs through collaboration with internal and external partners. The team leads The City's corporate priority to improve housing outcomes for all Calgarians and takes a multidisciplinary and collaborative approach to increasing supply, choice and affordability of market and non-market homes across the city to ensure that everyone in Calgary has an affordable place to call home. This will be accomplished through effective coordination of policy, investment, partnerships, programs, and advocacy.

As a Project Manager, you will lead the development and implementation of housing strategies, policies, programs, and steward the administration and development of capital funding and land programs and services. You will provide strategic advice and recommendations to senior management, Council, and various external partners. Primary duties include:

- Conduct research and engagement with internal and external partners to identify gaps and to propose solutions for housing policies and programs in alignment with The City of Calgary's *Home is Here* housing strategy.
- Perform analysis, synthesize complex information, and provide strategic advice and recommendations for approval.
- Facilitate partnerships with organizations in the housing sector and with other orders of government for the delivery of housing programs.
- Develop and coordinate communications with partners and the public about programs and services that support housing delivery and positive resident outcomes.
- Advocate to other orders of government for changes or introductions to policy, regulations, legislation, programming, and funding that align with The City's approved housing objectives. Coordinate with other orders of government to design and implement funding programs and agreements that support housing delivery.
- Other duties including planning, managing scope, coordination of cross-corporate teams or initiatives, risk management and mitigation, effective communication, reporting, and exercising nimble and agile practices.

Qualifications

- A degree in Planning, Business Administration, Public Administration, Public Policy, Social Work or a related field.
- At least 5 years of related project management experience which includes a combination of research, analysis, program development, providing strategic advice, facilitating partnerships, navigating complex issues, and providing effective advocacy is required.
- Experience developing succinct communication, preparing and presenting project updates, briefing notes, and reports for senior management, boards and/or Council, and experience preparing recommendations on complex issues is also required
- Housing policy, strategy, capital development, real estate, planning, and programming experience will be considered assets.
- Governance experience and familiarity with risk, financial and legal agreements will also be considered assets.
- Demonstrated knowledge of Indigenous world views, histories, languages, cultures, traditions, values and natural laws; the role of traditional territories in Indigenous sustainability; the Truth and Reconciliation Calls to Action, UNDRIP, and other Indigenous accords; Treaty and Aboriginal rights, government policies and the Duty to Consult, as well as the governance structures and protocols of Treaty 7 Nations, the Otipemisiwak Metis Government, and Calgary's urban Indigenous communities will be considered an asset.
- Success in this position requires you to demonstrate strong initiative, prioritization, planning and organizing skills, and detail-orientation to meet deadlines in a rapidly changing environment.
- Excellent communication skills along with a well-developed ability to influence without authority.
- Strong business and political acumen and demonstrated professional judgement.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications

Workstyle: This position may be eligible to work from home as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 1 Permanent and 4 Temporary (up to 22 months)
Compensation: Pay Grade 13 \$49.32 – 66.00 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Chief Housing Office
Location: 315 10 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: August 7, 2025
Job ID #: 312389

Apply online at www.calgary.ca/careers