



**External Posting
Part-time permanent position
Community Development Assistant**

Purpose of Position:

Reporting to the Community Development Manager, the Community Development Assistant is responsible for executing various project-based community development initiatives as directed. Activities will be varied and may change from month to month and thus a diverse skill set and ability to be flexible is desired. The candidate will primarily coordinate special tenant initiatives, special community events and programs. The incumbent will also undertake communication activities to promote the work of NHC using various channels. This position will work with all members of the NHC management staff team to ensure organizational goals are carried out in a timely and efficient manner. Duties and assignments may overlap depending on the operational needs of the departments and staffing levels.

Qualifications:

- You possess post-secondary education in the field of community development, education, social services, event management, and/or equivalent of training and professional experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Valid Ontario Driver's License and use of a working vehicle and a clear criminal reference check are Mandatory.

Desired skills, abilities and/or experience:

- Excellent customer service skills
- Problem-solving
- Excellent interpersonal communication skills
- General knowledge of non-profit housing and rental housing
- Knowledge especially with respect to changes in social housing and local social services.
- You possess strong computer literacy skills including Microsoft Office, CANVA, web page, working with list serves and have engaged in both in person and virtual community outreach.
- Minimum 3-5 years of related experience in experience in program development, implementation, dealing with people in crisis; group facilitation, education and advocacy.
- Collaboration with co-workers. Ability to contribute and accept ideas to maximize the team's overall performance.
- Ability to communicate with clients and colleagues in a respectful and concise manner is essential.
- Experience working with a non-profit housing provider is an asset.

Job Description

The complete job description is available at www.nepeanhousing.ca under Employment Opportunities.

Minimum time commitment per week:

The company values flexibility and long-term commitment. While the initial workload for this position is 28 hours per week, there is the possibility of increasing hours in the future to meet the evolving needs of the organization. Must be available for shifts Monday to Thursday, including mornings, afternoons, and evenings, depending on program requirements. Additionally, this position requires non-negotiable occasional Wednesday evening shifts for in-person programming or events. Candidates must be available for these shifts.

Pay for this position is \$23.38/hour.

Resumes with cover letters can be submitted to Sara Dell'Oso by 4:00 p.m. on Friday November 3rd, 2023 by e-mail to CD@nepeanhousing.ca.

Nepean Housing Corporation welcomes applications from all qualified applicants. Contact the above-noted if you need accommodation during the application process or want more information, and we will work with you to jointly address your needs. We are committed to representing the diversity of our community.