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## **Housing Development Coordinator – Temporary Position**

### **Job Description:**

The housing development coordinator will work with the Community Partners, Executive Director, Board of Directors, Architect and Contractors to bring together all information, and documents required to complete proposals to obtain funding to build an affordable housing development.

### **Primary Duties and Responsibilities:**

- Identify funding opportunities and complete proposals to obtain funding, with deadlines at the end of December and March.
- Prepare supporting documentation outlined in funding agreements.
- Work with contractors, architecture firms, municipal offices, community organizations, and funders to create and maintain comprehensive project documentation, plans and reports to submit in proposals.

### **Education, Job Experience and Skills:**

- Minimum 3-5 years in a similar role in Project Management related to business development and construction.
- Proven experience in completing proposals.
- Proven experience with housing development.
- Strong attention to detail, accuracy and analytical skills.
- Critical thinking and creative problem-solving skills.
- Positive attitude and commitment to continual process improvement
- Experience working with Indigenous communities
- An ability to prepare and interpret schedules and step-by-step action plans
- Experience in project management, from conception to delivery
- Solid organizational skills, including multitasking and time management
- Strong client communication and teamwork skills.
- Knowledge of risk management and quality assurance control.
- Clear certificate of conduct.

### **Employment Details:**

- Temporary Full time until March 31<sup>st</sup>, 2023
- Position located in Stephenville.
- Vehicle required.

### **To Apply:**

Please send your Cover Letter and Resume to: [nawn@nf.aibn.com](mailto:nawn@nf.aibn.com)

Job is advertised for two weeks until the position is filled. We thank all those who apply, but only successful candidates will be contacted for an interview due to time constraints.