

## Development Support

**Reports to:** Project Manager

### Summary

The Development Support is responsible to the Project Manager and provides clerical and administrative assistance to the Development department, including Cahdco and CCOC. The Development Support works as part of a team, providing assistance with various aspects of project management administration.

View a complete job description at [ccochohousing.org/careers](http://ccochohousing.org/careers)

Forward resume and cover letter by email to [hiring@ccochohousing.org](mailto: hiring@ccochohousing.org) quoting the job title in the subject line

**Application deadline:** 5:00 pm Friday, April 20, 2018

**Reports to:** Project Manager

**Salary:** \$40,381 per year

**\*\* This is a two-year term position with possibility of extension.**

### Responsibilities

(This is not an exhaustive list)

#### 1. Assists with Project Management Administration by:

- Assisting with paperwork and documentation for development and construction projects, including invoicing, purchase orders, minutes and scheduling;
- Organizing events and meetings with clients and the public;
- Assisting in the preparation of client reports, proposals and funding applications;
- Providing research and solutions to general inquires of the department;

#### 2. Provides Clerical and Administrative Assistance to the Development Department and Cahdco by:

- Providing clerical support to the development team. Assisting with paperwork and documentation for development department and Cahdco office. Including invoicing, purchase orders, scheduling;
- Performing all general office duties including but not limited to, word processing, photo-copying, mailing, filing, etc.;

- Processing supplier/contractor invoices, assigning to appropriate accounts, recording pertinent information for reference, and forwarding to the Director of Housing Development;
- Recording and distributing the minutes of department, committee and board meetings;
- Providing administrative help with corporate records and archival material;
- Organizing and managing records of correspondents;
- Engaging and informing clients or guests of the development office;
- Answering phones as back up for voicemail or for general inquiries;
- Managing the mail out functions, courier pickup and delivery;
- Performing beginning/end of day tasks to secure the office;
- Keeping front/waiting area of the office clean and tidy;
- Maintaining client relations;
- Organizing meetings between clients and the Development Department staff;
- Acting as recording secretary for office staff meetings;
- Administering the Cahdco website and blog; and
- Researching and deploying productivity innovations.

**3. In coordination with staff at the head office of CCOC, manages the office supplies and equipment by:**

- Ordering all office supplies;
- Ensuring maintenance of office equipment;
- Providing initial response to IT issues; and
- Maintaining records of office equipment.

**4. Performs other duties as may be required by the Project Manager, Director of Housing Development or Executive Director.**

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

## **Effort**

- Frequent demand on energy as a result of unpredictable shifts in demand for work including: constant deadlines and pressure to ensure that milestones in the development process are achieved; responding to unexpected development opportunities, which arise while still administering day-to-day commitments
- Regularly required to extend hours of work to meet operational requirements
- Mental fatigue resulting from continuous writing, actively listening, interpreting complex information, and recording minutes

- Physical fatigue resulting from keyboarding, sitting, walking, and reading documents

## Working Conditions

- Physical Environment: Generally normal office environment; occasional exposure to construction site conditions
- Social Environment: Occasional exposure to adverse conditions such as dealing with verbally abusive contractors and neighbours, city officials and politicians.

## Qualifications

- Post-secondary education in construction management, engineering, planning, architecture or real estate development with relevant experience.
- Experience in project management.
- Knowledge of Microsoft Office (OneNote, Outlook, Word, Excel, PowerPoint, Project)
- Excellent writing skills (English)

## Preference Given to Candidates With

- Familiarity with affordable housing and environmentally sustainable energy-efficient design and construction
- Familiarity with construction project management practices
- Knowledge of Adobe InDesign, computer aided design or Google Sketch Up

## Summary of Benefits

Vacation allowance (Sec. 11.2.1)	Earned at 1.25 days/month
Sick leave (Sec.11.3.1)	Earned at 1.25 days/month
Discretionary leave (Sec. 11.4)	Not eligible
Other leave (Sec.11.5)	Birthday, religious holidays, jury duty
EI sub-plan (Sec. 11.5.3) compassionate leave top up (to 8 weeks)	Not eligible
EI sub-plan (Sec. 13.1, 13.2) medical/ parental leave top up	Not eligible
Group Health Insurance plan (Sec. 13.4)	Negotiated at time of employment
Supplementary medical plan (dental and eyewear) (Sec.13.5)	Not eligible
Employee assistance plan (EAP) (Sec. 13.6)	After initial probation
Ontario Municipal Employees Retirement System (OMERS)Pension (Sec.14.1)	Not eligible