



Centretown Citizens Ottawa Corporation (CCOC) is looking for a
Development Assistant

The successful candidate will be a knowledgeable administrative professional with an interest in managing social media and creating marketing materials. The Assistant will work with the Development team in providing assistance with various aspects of project management.

If you:

- are dedicated to social justice and a non-profit spirit;
- like people from all backgrounds;
- interested in affordable housing development;
- like working in a collaborative open office environment;
- get a thrill from creating and implementing ordered procedures;
- aren't afraid to pitch in and contribute to solutions wherever you are able;
- enjoy working with an interdisciplinary team;

...then you might be the right person for this vital role.

CCOC is a community-based, tenant- and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity and sustainability.

Compensation: Starting wage between \$33,974 and \$37,749, based on experience and qualifications. Maximum compensation for this position is \$41,524.

Application: Apply before 5:00 pm, Friday, August 30, 2019 with a cover letter and resume to hire@ccochoosing.org.

Please note this is a 2-year term position.

For more information, including a full job description, visit: ccochoosing.org/careers



Development Assistant

REPORTS TO: Director, Housing Development
DEPARTMENT: Development Committee
DATE APPROVED: August 2019

Summary of Position

The Development Support is responsible to the Housing Development Director and provides clerical and administrative assistance to the Development Department, including Cahdco and CCOC. The Development Assistant also provides assistance with various aspects of project management administration as needed.

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

Job Responsibilities

1. Provides Clerical and Administrative Assistance to the Development Department and Cahdco by:
 - Assisting with paperwork and documentation for the Development Department and Cahdco including invoicing, purchase orders, scheduling, among others.
 - Processing supplier/contractor invoices, assigning to appropriate accounts, recording pertinent information for reference, and forwarding to the Director, Housing Development
 - Administer Google timesheets, process and generate monthly reports for Cahdco.
 - Recording and distributing the minutes of department, CCOC development committee and Cahdco board and executive committee meetings
 - Providing administrative help with corporate records and archival material and organizing and managing records of correspondence
 - Administering the Cahdco website, blog and social media (Instagram, LinkedIn, Twitter)

- Researching and recommending productivity innovations, such as new processes, procedures or software.
2. Assists with Project Management Administration as needed, including:
- Assisting with paperwork and documentation for development and construction projects, including invoicing, purchase orders, and scheduling
 - Organizing events and meetings with clients, the public and Development Staff
 - Assisting in the preparation of proposals and funding applications
 - Providing research and solutions to general inquires of the department
 - Administer client contract including the billing log, billing schedule, and generating client invoices
 - Generate client proposals and fee letters with the guidance of the Director, Housing Development
 - Develop marketing materials and presentations
3. Performs other duties as may be required by the Director, Housing Development or the Executive Director.

Minimum Education and Experience

- Two years of post-secondary education
- Three months of related work experience
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Intermediate ability to use Microsoft Office Suite
- Knowledge of Google Suite will be considered an asset
- Knowledge of Adobe Suite considered an asset
- Intermediate verbal and written communication in English

Supervision and Decision-Making

- Tasks are guided by well-defined procedures, limited judgment is required and instructions are always provided
- Minor peer coordinating responsibilities
- Works under general supervision and uses well-defined methods to complete tasks, methods and procedures are well-defined
- Some impact if errors are made

- Occasional use of confidential information

Working Environment

- Interaction with internal colleague involves exchange of simple information
- Interaction with external contacts requires common courtesy
- Normal office environment; periods of light physical effort are required (for example, intermittent sitting, standing or reading)
- Some degree of physical skill and coordination required (basic keyboarding)
- Work maybe a little uncomfortable and may lead to minor injury of illness
- Activities may lead to minor stress

Summary of Benefits and Eligibility

BENEFIT/CLASS	REGULAR	TERM	CASUAL	CUSTODIAN
Vacation Allowance Sec. 11.2.1	earned at 1.25 to 2.667	earned at 1.25 days/month	4% paid each pay	3 weeks per year
Sick Leave 15 days/year Sec.11.3.1	earned at 1.25 days/month	earned at 1.25 days/month*	not eligible	not eligible
Discretionary Leave 2days/year Sec. 11.4	earned at 0.1667 days/month	not eligible	not eligible	not eligible
Other leave with pay (birthday,jury,etc)	eligible	eligible	not eligible	not eligible
EI Sub-Plan - compassionate leave top up (to 8 wks) Sec. 11.5.3	after one year of employment as a regular employee	not eligible	not eligible	not eligible
EI Sub-Plan – medical/parental leave top up Sec. 11.5.2	after one year of employment as a regular employee	not eligible	not eligible	not eligible
Group Insurance (Long term disability/drug plan) Sec. 12.4	after 6 months	Partial coverage after 6 months	not eligible	not eligible
Supp. Med. Plan (dental /eyewear) - Sec.13.5	after initial probation or 6 months	After one year of continuous employment	not eligible	not eligible
EAP- Employee Assistance Plan - Sec. 13.6	after initial probation or 6 months	after initial probation or 6 months	not eligible	not eligible
OMERS - Sec.14.1	mandatory for all regular employees	eligible after two years of continuous employment	not eligible	not eligible

* if hired for 6 months or more