



Development Assistant

CCOC is hiring a Development Assistant to support the CCOC development department and Cahdco, CCOC's related non-profit housing development corporation. The Development Assistant role will administer the Cahdco website, blog and social media, along with organizing events and meetings.

About us: Centretown Citizens Ottawa Corporation 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 are a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

Are you the right fit for our team? Our ideal candidate is someone who is dedicated to social justice and a non-profit spirit. Is interested in affordable housing development and likes working in a collaborative open office environment. The ideal person strong communicator who gets a thrill from creating and implementing ordered procedures, isn't afraid to pitch in and contribute to solutions and enjoys working with a interdisciplinary team. This position requires some work from CCOC's office at 415 Gilmour Street.

Position type: Regular full-time.

Compensation: Starting wage between \$36,575 and \$40,639, based on experience and qualifications. Compensation is based on a 35-hour work week. Maximum compensation for this classification is \$44,703.

Benefits: OMERS defined benefits pension plan; Employee and Family Assistance Plan (EFAP); and generous time-off from day one. Group Insurance and Supplementary Medical Plan (dental/eyewear) after six (6) months of employment.

Application deadline: July 29th, 2022 at 4:00 pm.

How to apply: Forward **resume** and **cover letter** by email to hire@ccochoosing.org.

Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description.

It is CCOC's goal to be an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We, therefore, actively seek to recruit candidates who are Indigenous, Black, Persons of Colour (IBPoC), persons from

the LGBTQIA2+ community, persons with disabilities and women. Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

While we appreciate all applications, only those selected for an interview will be contacted. **If you require accommodation during the interview process, please advise us when initially contacted.**

Development Assistant

REPORTS TO: Director, Housing Development

DEPARTMENT: Development Committee

DATE APPROVED: August 2019

Summary of Position

The Development Assistant 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