



Centretown Citizens Ottawa Corporation (CCOC) is looking for a Development Intern for the summer of 2022.

The Development Intern will work in collaboration with the CCOC Development Department and Cahdco, CCOC's non-profit development corporation. They will assist Cahdco in the development of affordable housing. Tasks will include assisting in feasibility studies, financial modelling, zoning analysis, site massing, minuting governance meetings, and providing administrative assistance to the team. The Intern will learn about affordable housing and social purpose real estate development. Through supporting the Cahdco mission, they will be exposed to various development projects, types of affordable housing, stages of real estate development, and the distinct field of community housing through the various projects and clients supported by Cahdco.

About us:

CCOC is an innovative and award-winning non-profit landlord and a recognized affordable housing leader with over 50 properties located in downtown Ottawa providing nearly 1,600 affordable homes. For over 40 years, CCOC has created, maintained and promoted housing for low- and moderate-income people.

Cahdco is CCOC's non-profit real estate development corporation. Cahdco combines the affordable housing experience and resources of CCOC with a team of development, construction, and project management experts. Current Cahdco clients/partners include the King's Daughters and Sons, Multifaith Housing Initiative, Ottawa Salus, Anglican Diocese of Ottawa, Cornerstone Housing for Women, and the Youth Services Bureau.

Qualifications:

- Experience/Education in one of municipal land use planning, construction project management, engineering, architectural design, real estate development, or other related programs;
- Knowledge of Microsoft Office;
- Excellent writing skills (English).

Does this sound like you? Apply to be our Development Intern today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

Application deadline: 3:00pm Friday, January 28, 2022

Compensation: \$20/hour, based on a 35-hour work week

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.

Forward resume and cover letter by email to **hiring@cchohousing.org**. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

This position will run from May through August 2022. Due to the COVID-19 pandemic, the position will be fully remote; therefore, we will consider candidates from outside the Ottawa area that can supply their own computer.