



CCOC is looking for a Senior Project Manager to assist in creating new affordable housing for both CCOC and its development corporation, Cahdco. The Senior Project Manager will be a team leader; supervising and supporting a group of six professionals by coordinating improvement of systems, procedures and tools to sustain their work.

About the job: The Senior Project Manager oversees the development of real estate projects on behalf of CCOC and Cahdco.

About us: 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 \$72,205 and \$84,947, based on experience and qualifications. Maximum compensation for this position is \$97,689 per year. Compensation based on a 35-hour work week.

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 three (3) months of employment.

External Closing Date: March 7th, 2023 4PM.

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@ccochoosing.org](mailto: hiring@ccochoosing.org) . 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.**

Senior Project Manager

Reports To: Director, Housing Development
Department: Development Committee

Summary

The Senior Project Manager oversees the development of real estate projects on behalf of CCOC and Cahdco. The range of projects include, but are not limited to: new development, redevelopment and construction projects in non-profit residential, and compatible social-purpose real estate. The Senior Project Manager supervises the project managers and provides leadership to the CCOC and Cahdco project teams.

Responsibilities (this is not an exhaustive list)

Oversees and executes real estate development projects by:

1. Supervising the Project Managers and the planning, financing and construction of new developments and acquisitions:
 - Oversee the execution of Cahdco contracts
 - Ensure Cahdco & CCOC projects are managed and delivered in a consistent standard to meet corporate standards and contractual requirements
 - Supervise that the project deliverables are on time, within budget and at the required level of quality
 - Support Project Managers on project and client deliverables as needed
 - Act as Cahdco representative at all necessary project meetings
 - Act as a Project Manager as needed
 - Represent Cahdco to clients, partners, jurisdictional authorities as necessary
 - Supervise Project Managers
2. Support the Cahdco President in the creation of new projects and client business, including CCOC developments, Cahdco homeownership projects and creating new project partnerships
3. Supervise the relationships with Cahdco contract consultants
4. Provide policy and strategic advice to the CCOC and Cahdco on issues related to land development, urban planning and financing of affordable housing by recommending strategies and actions to enhance the creation of affordable housing and social purpose real estate

5. Hire, trains coaches and supervises staff:

- Ensures a fair distribution of work
- Reviews work produced by staff
- Carries out annual performance reviews
- Ensures the effective integration of staff into larger corporate workflows and the organizational mission

In addition, the Senior Project Manager will:

- Coordinate the improvement of systems, procedures and tools for the CCOC Development Department and Cahdco to ensure high quality customer service
- Participate on committees, non-profit groups and government bodies as the CCOC/Cahdco representative on affordable housing issues
- Performs such other duties as may from time to time be assigned by the Director, Housing Development or the Executive Director

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

Education and Experience

- Completion of a four-year degree in urban planning, architecture, business administration of another relevant field
- Project management certification is considered a strong asset
- Five years of related work experience, including supervision of staff and or consultants
- Experience and formal training combined with demonstrated performance and ability may substitute stipulated academic requirements
- Experience in the fields of architecture, real estate development or municipal planning is considered an asset
- Ability to reach and understand drawings and specifications for construction projects
- Ability to make decisions, assess situations to determine the importance, urgency and risks, and make clear decisions which are timely

- Strong financial literacy and experience securing financing for real estate projects
- Valid Ontario Class G Driver's License and access to a working vehicle
- Advanced ability to use Microsoft Office
- Advanced verbal and written communication in English
- Ability to communicate in French is considered an asset but not required

Supervision and Decision-Making

- Decision-making forms an extremely large part of the role and will impact a major function of the organization. Procedures and precedents are generally not well established. Considerable judgment and complex interpretation are required for developing solutions
- Responsible for providing direct day-to-day supervision to staff and contractors. Responsible for occasional direction and control over a department
- Supervise three direct report and three indirect reports
- Works independently and must be able to think critically. Methods and procedures are not established
- Considerable impact if errors are made
- Regular use of confidential information or access to occupied apartments

Working Environment

- Interaction with internal colleagues involves planning and coordinating the efforts of others
- Interaction with external contacts involves dealing with reasonably demanding people
- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading.) Regular visits to apartments of construction sites
- Some degree of physical skill and coordination required(for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury of illness
- The incumbent may be exposed to considerable stress