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Housing Program Manager

MISSION OF THE ORGANIZATION

The TQSOI is a non-profit organization that unites residents and stakeholders from the community, including institutions, community organizations, the private sector, and elected officials in order to enhance the quality of life of individuals and to promote social development in the southern West Island.

POSITION SUMMARY

The Housing Program Manager leads the TQSOI's Housing Dossier and works to raise awareness and build local capacity for the development of affordable housing. The main responsibilities include developing and executing the Housing Action Plan, leading the Housing Committee, managing projects, supervising staff and grant administration. The Program Manager serves as a local housing resource and acts as the liaison between local and regional housing stakeholders. The Program Manager reports directly to the Director and supports the overall goals of the TQSOI.

TASK DESCRIPTION

- Develop and execute the Housing Action Plan, including documenting, monitoring and evaluating progress;
- Lead the Housing Committee by facilitating meetings, maintaining and expanding membership, and fostering collaboration;
- Create and maintain connections with local and regional housing stakeholders, including community partners, local residents, institutions and government representatives;
- Research funding opportunities, apply for and manage grants, including preparing periodic deliverables for funders;
- Hire and supervise Housing Dossier staff, individually and collectively;
- Monitor projects, identify challenges and apply solutions;
- Research, analyze, summarize and compile written and visual material for the dossier;
- Plan, promote and facilitate events;
- Stay up to date with local and regional housing-related opportunities, developments and policy;
- Other tasks as per established priorities.

REQUIREMENTS

- Candidates must have completed college or university level training in a program such as Sociology, Geography, Urban Planning, Political Science, Public Policy or any related discipline that would give them the background skills required for the position;
- Experience with project management and coordination;
- Capacity to work in a position of leadership and support;
- Strong organizational and planning skills with attention to detail;
- Ability to complete tasks autonomously and in a timely manner;
- Group animation and facilitation experience;
- Capacity to synthesize and communicate information to diverse audiences;
- Work well in collaboration with others and maintain positive working relationships;

- Knowledge and interest in affordable housing and social justice issues;
- Interest or experience in the community sector and working with diverse populations;
- Excellent oral and written communication skills in English and French, **bilingualism is required.**
- A valid driver's licence and access to a vehicle is an asset.

CONDITIONS

The TQSOL's employees represent a talented and diverse workforce. We are committed to providing equal opportunities in the hiring, promotion, and compensation of our employees that are conducted without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, disability or age.

- Work hours: Part time or full time, to be determined with the candidate.
- Job duration: 6 months, with possibility of extension.
- Start date: Immediately.
- Salary: 26-29\$/h.
- Location: A combination of remote and in-person work in the West Island.
- Benefits: Flexible working conditions with 4 weeks of paid vacation, a bank of absence hours, personal days and sick days.

HOW TO APPLY

The application package must include, in PDF format:

- Resume
- Cover letter

Send your application **by Sunday, September 11, 2022** to Alena Ziuleva by e-mail at hr@tqsoi.org and specify "Housing Program Manager" in the subject line.