



## INTERNAL/EXTERNAL PERMANENT OPPORTUNITY



---

<b>POSITION:</b>	Development Assistant	<b>SALARY:</b>	\$51,487.97 - \$62,766.29 (Exempt – Grade Level 4)
<b>DIVISION:</b>	Development	<b>FILE#:</b>	TCHC#10DVE52
<b>LOCATION:</b>	931 Yonge Street, 6 <sup>th</sup> Floor		

---

Toronto Community Housing is the largest social housing provider in Canada and the second largest in North America. It is home to about 164,000 low and moderate-income tenants in 58,500 households, including seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our tenants come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race as well as increasing diversity in lifestyles and values. Our portfolio includes more than 360 high-rise and low-rise apartment buildings throughout the city. We are recognized as one of Canada's top 100 Employers and Greater Toronto's Top 90 Employers.

### POSITION SUMMARY

We are looking for a Development Assistant to provide sound administrative assistance and program support to a team of Development Managers in charge of development and construction of a significant number of residential projects. The successful candidate will coordinate all administrative operations to support the Development team and related reporting tasks.

Development initiatives consist of a mix of high-rise and low-rise multi family residential units. Projects are developed with a balance of affordable rental, affordable ownership and market "for-sale" housing in both high rise and low rise building forms. Condominium, freehold or TCHC-owned projects range from \$3 Million - \$50+ Million in construction value. Construction contract delivery is arranged based on construction management, design & build and all other traditional forms of contract.

New housing may be developed with private developers, community partners, and operated by Toronto Community Housing or community partners. In some cases, new housing may include other uses such as integrated or stand alone commercial, retail, office and recreational components. All current projects are designed with high energy efficiency measures, some projects are in progress to be LEED certified.

The Development Division is a fast-paced work environment and as such you must be extremely organized, able to deal with competing priorities and have excellent communication and time management skills. You will handle highly confidential and sensitive information concerning real estate, development and construction matters. You are a self starter and will be required to work with a high degree of independence, utilizing tact and good judgment. The Development Assistant position is a progressive opportunity to become exposed to and further involved in the active development portfolio of Toronto Community Housing.

### RESPONSIBILITIES

- Maintains project schedules and prepares project updates, presentations and briefing notes in partnership with project managers and directors

- Coordinates meetings, prepares and circulates meeting minutes
- Manages a schedule of real estate development matters and deadlines
- Processes payments and invoices
- Prepares confidential memos, reports and correspondences
- Conducts research and compiles statistical information regarding real estate and land development (using Realnet, Urbanation, City of Toronto development reports, etc.)
- Prepares site due-diligence memos, including highest and best use development pro-formas, planning reviews, collection of legal and environmental reports
- Responds to a variety of verbal and written inquiries from internal and external stakeholders including: TCHC staff, project consultants external organizations and the general public
- Prioritizes workload and activities to meet deadlines for multiple managers and directors
- Applies initiative and utilizes independent judgement in performing tasks with minimal supervision and also as a member of a team
- Undertakes special assignments
- Assist with the organization and execution of tenant or community consultation events. i.e; prepares communication materials, displays and equipment. Attendance at some evening and weekend events will be required
- Promotes and incorporates tenant participation, community development, anti-racism, anti-ableism and health and safety in all work practices and change initiatives

### **QUALIFICATIONS**

- Demonstrated progressive administrative experience
- Post-secondary degree or diploma in a relevant field of study (real estate, planning, design, construction or related programs) is an asset
- Experience with and/or familiarity with development and construction industry and processes
- Experience coordinating work of consultants
- Superior time management skills and an ability to multi-task and deal effectively with competing demands
- Excellent customer service skills to respond to enquiries from a variety of internal and external stakeholders and from people of diverse language and cultural backgrounds
- Able to meet simultaneous demands for important situations and deal with conflict/ confrontations or other difficult situations that demand results
- Demonstrated oral and excellent written communication skills are required to conduct research, design presentations/graphics materials, generate reports, compose correspondence and respond to information requests from a wide range of internal and external contacts
- Experience with facilitation and/ or front-line communications with challenging audiences is an asset
- Computer proficiency to utilize numerous software packages to design presentations and generate various statistical displays and graphics (i.e. MS Word, Excel, Microsoft Project, PowerPoint, etc.)
- Demonstrated knowledge of office procedures, manual/electronic filing systems and budgeting
- A working knowledge of TCHC's organizational structure would be helpful in responding to enquiries from internal and external sources and to appropriately direct documents within the organization
- Familiarity with social housing policies and procedures is an asset

***Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive workforce that reflects the communities we serve.***

***We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities and aboriginal persons.***

***Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to:***

***[human.resources@torontohousing.ca](mailto:human.resources@torontohousing.ca)***

***We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.***

Applications must be received by **August 11, 2010** at:

Human Resources Division  
Toronto Community Housing  
931 Yonge Street  
Toronto, ON M4W 2H2  
Fax: 416-981-4260  
**E-mail: [human.resources@torontohousing.ca](mailto:human.resources@torontohousing.ca)**

Posting Date: July 28, 2010