Job Opening

Niagara Regional Housing

Job Title: Housing Initiatives Coordinator

Job Opening ID: 11726

Business Unit: Niagara Regional Housing
Division: Niagara Regional Housing

Location: CE Niagara Regional Housing

Full/Part Time: Full-Time

Salary Grade: 7

Post Date: 2014-06-09

# Required: 1

Standard Hours: 35.00 / week

Salary Range: $ 33.85 - $ 42.31

Removal Date: 2014-06-22

Job Summary

The position is responsible for planning, co-ordinating and implementing projects related to priority initiatives within Niagara Regional Housing. This includes consultation, development of reports, procedures and communication materials. The position also develops policy positions and strategies based on research and stakeholder consultation.

Education

- University Degree in the human services field or communications

Experience

- Experience in research and policy development;
- Excellent analytical, problem-solving and communication skills;
- Demonstrated planning, organizational and implementation skills;
- Successful in meeting deadlines, multi-tasking, and prioritizing;

Skills

- Knowledge of government structures, services and issues.
- Understanding of housing issues
- Knowledge of community development, program/policy evaluation
- Conflict resolution and negotiation techniques

Other Conditions

Interested applicants are requested to forward their application/resume, clearly marked as Job Opening #11726 - Housing Initiatives Coordinator, to Human Resources before the posting close date.

For your convenience you may use one of the options noted below:

• e-mail to myHR@niagararegion.ca, OR
- fax to (905) 641-2232, OR
• delivery or mail to myHR Reception Desk at:
  Niagara Region, Human Resources - Campbell West
  2201 St. David's Road West
  Thorold ON L2V 4T7

Closing Statement

We appreciate receipt of all applications; however, only those candidates selected for an interview will be acknowledged.