



EMPLOYMENT OPPORTUNITY ON BEHALF OF THE FIRST NATION OFF-RESERVE HOUSING CENTRE:

Housing Development Specialist – First Nations Off-Reserve Housing Centre (FNOHC) New External Role

The First Nations Off-Reserve Housing Centre (Centre) is a newly established First Nations-governed non-profit corporation, mandated to administer and report on the Urban, Rural and Northern Indigenous Housing Strategy (URN) off-reserve housing and homelessness funds for First Nations people in Ontario. The Centre is accountable to the 133 Ontario First Nations Chiefs-in-Assembly. This non-profit corporation is governed by a Board of Directors comprised of Regional First Nation experts. The Centre is seeking a qualified and highly motivated individual to fill the Housing Development Specialist position and support planning, assessment, and implementation of housing projects for the Centre.

POSITION SUMMARY:

The Housing Development Specialist is responsible for supporting the planning, assessment, and implementation of First Nation led off reserve housing projects funded by the Centre. This role provides technical expertise in housing development, construction planning, project evaluation, and capacity building for First Nations communities.

LOCATION: Toronto, ON (Hybrid- Subject to negotiation)

DUTIES AND RESPONSIBILITIES:

1. Project Development & Technical Support

- Provide technical assistance to First Nations and First Nation-led housing providers in developing project proposals and understanding funding parameters
- Ensure project designs incorporate all requirements of the Centre as determined during project review, underwriting and negotiation
- Procure technical advisors, development consultants and other experts as required to advance identified projects

2. Proposal Review & Evaluation

- Track and monitor the inventory of prospective housing opportunities
- Evaluate housing proposals submitted to the Centre for funding consideration
- Assess project readiness, financial viability, construction timelines, and alignment with all funder required conditions, including the Urban, Rural and Northern (URN) Indigenous Housing Program
- Prepare and summarize funding recommendations for approval by the Board of Directors.

3. Monitoring & Compliance

- Negotiate all required agreements with prospective projects, which may include Agreements of Purchase and Sale (APS), partnership agreements, contribution and funding agreements
- Monitor active projects to ensure compliance with funding agreements
- Track progress on unit counts, timelines, budgets, and deliverables
- Support the ED and organization in preparing quarterly and annual reports for internal and external reporting

4. Capacity Building & Community Support

- Provide training and guidance to First Nations communities on:
 - Housing development processes
 - Construction procurement approaches
 - Funding opportunities and applications
 - Property management and long-term asset management
- Support communities in building internal capacity for future housing initiatives

5. Data Management, Research & Strategic Planning

- Maintain internal data systems to track project progress including housing outcomes
- Stay informed on best practices for First Nations housing and affordable housing across the sector including construction methodologies, funding opportunities, and housing needs
- Contribute to long-term planning and future program development for the strategic direction of the Centre

6. Partnerships & Coordination

- Collaborate with prospective project leads and support discussions with municipalities, developers, architects, and technical experts to enable project success
- Work closely with the ED and other staff to ensure coordinated delivery of Centre programs
- Support relationship building with First Nations communities and regional housing networks

QUALIFICATIONS:

- Minimum of 3-5 years of experience in Indigenous housing, non-profit affordable housing, residential or mixed-use development, community and economic development, public administration, or related fields
- Preference will be given to candidates with a post-secondary education in urban planning, real estate development, architecture, engineering (construction management focus), real estate finance, or business administration
- Demonstrated experience in one or more stages of the development project cycle including: land or turnkey project acquisitions, planning and site plan approvals process, building permits, procurement/tendering, construction and occupancy planning
- Understanding of project feasibility including analyzing pro forma capital and operating budgets for real estate development projects and familiarity with the financial structure of affordable housing developments

- Knowledge of and experience with key funding and financing programs for affordable housing such as URN, Canada Mortgage Housing Corporation (CMHC) programs, Federation of Canadian municipalities, Build Canada Homes, and other community and private lending tools is an asset
- Experience preparing investment or funding recommendations is an asset
- Experience working with First Nations leadership, Political Territorial Organizations (PTOs), and community organizations
- Strong understanding of First Nations governance, rights-holder accountability, and distinctions-based approaches
- Excellent project management and coordination skills, including managing multiple projects and stakeholders
- Sound analytical thinking, problem solving, planning, prioritization, and execution skills
- Ability to work independently and collaboratively in team settings with a high level of accountability
- Well-developed organizational and time management skills, with ability to establish work priorities, effectively multi-task and balance competing demands
- Excellent interpersonal, written, and verbal communication skills
- Knowledge and experience using Microsoft Office programs including advanced capabilities in Excel, Word, and PowerPoint to create management reports, infographics and presentations
- Membership in Canadian Institute of Planners (CIP), Ontario Association of Architects (OAA), Project Management Professional (PMP) or LEED Accredited Professional certification would be an asset
- *Preference will be given to qualified First Nation applicants as per section 16(1) of the Canadian Human Rights Act.*

Terms of Employment:

- Full-time position with an initial 1-year renewable term, subject to performance review
- Ability to travel extensively;
- Flexibility to work varied hours as required;
- In person with negotiable Hybrid arrangements
- Valid Criminal Record Check (CPIC);
- Valid Ontario Driver's License and access to a reliable vehicle;

BASE SALARY: \$88,000 - \$105,000 per year, as determined by experience

Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org

Applications will be accepted until the position is filled.
 All Applicants must be eligible to work in Canada.
 Only successful Candidates will be contacted.