



Make working for
The City work for you.



Project Manager, Housing Policy & Programming

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Housing Solutions team within the Partnerships business unit has several exciting and flexible Project Manager opportunities (including both full time and part time) available to join a dynamic team of talented professionals. Project Managers within the team undertake a range of exciting work related to delivering and executing policy and programs, working collaboratively with internal and external partners.

As a Project Manager, Housing Policy & Programming, you will lead the development and implementation of housing strategies, policies, programs, and steward the administration and development of capital funding programs and services. You will provide strategic advice and recommendations to senior management, Council, and various external partners. Primary duties include:

- Conduct research and/or engagement with internal and external partners to identify gaps and to propose solutions that introduce new or, improve existing housing policies and programs in alignment with The City of Calgary's *Home is Here* housing strategy.
- Perform analysis, synthesize complex information, and provide strategic advice and recommendations for approval to advance housing strategies, corporate priorities, and plans.
- Facilitate partnerships with organizations in the housing sector and with other orders of government for the delivery of housing programs.
- Coordinate with other orders of government to design and implement funding programs and agreements that support housing delivery.
- Develop and coordinate communication with partners and the public about programs and services that support housing delivery and positive resident outcomes.
- Advocate to other orders of government for changes or introductions to policy, regulations, legislation, programming, and funding that align with The City's approved housing objectives.
- Other project management duties including planning, managing scope, coordination of cross-corporate teams or initiatives, risk management and mitigation, effective communication, reporting, and exercising nimble and agile practices.

Qualifications

- A degree in Planning, Business Administration, Public Administration, Public Policy, Social Work or a related field.
- At least 5 years of related project management experience which includes a combination of research, analysis, program development, providing strategic advice, facilitating partnerships, navigating complex issues, and providing effective advocacy is required.
- Experience developing succinct communication, preparing and presenting project updates, briefing notes, and reports for senior management, boards and/or Council, and experience preparing recommendations on complex issues is also required.
- Housing policy, strategy, capital development, and/or programming experience will be considered assets.
- Governance experience and familiarity with risk, financial and legal agreements will also be considered assets.
- Success in this position requires you to demonstrate strong initiative, prioritization, planning and organizing skills, and detail-orientation in order to meet deadlines in a rapidly changing environment.
- You have excellent communication skills and interpersonal skills along with a well-developed ability to influence without authority.
- Strong business and political acumen and demonstrated professional judgement.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 2 Permanent and 2 Temporary (up to 18 months), and 2 Permanent Part time
Compensation: Pay Grade 13 \$46.38 – 62.06 per hour
Hours of work: Full time positions work a standard 35 hour work week. Part time positions work a non-standard 20 hour work week.
Audience: Internal/External

Business Unit: Partnerships
Location: 315 10 Avenue SE
Days of Work: Full time positions work a 5 day work week with 1 day off in a 3 week cycle.
Apply By: August 7, 2024
Job ID #: 310212

Apply online at www.calgary.ca/careers