

## Housing Program Manager

**Job Title:** Housing Program Manager, Peterborough  
**Reports To:** Chief Operating Officer (COO)  
**Status:** Part-Time – 30 hours per week (strong possibility of position leading to permanent full-time)  
**Salary:** \$23/Hour

### “BUILD” YOUR FUTURE WITH US!

If you love helping people, have good financial, business, and communication skills and are looking to make an impact, then keep reading!

Habitat for Humanity Peterborough & Kawartha Region is seeking a friendly and energetic individual to join our team at our 300 Milroy Drive, Peterborough location. Reporting to the COO, the Housing Program Manager will coordinate all aspects of the service delivery and operations of our Housing Program.

This is a great opportunity to be part of a great cause. No two days are the same, so if you are looking for a fast paced and constantly changing role, then Habitat is the place for you!

### MAIN DUTIES & RESPONSIBILITIES

- Coordinate housing program operations emphasising a “best practice” approach to identify improvement to our housing services program.
- Receive and acknowledge Habitat applications. Maintain tracking system for households in application process.
- Ensure a consistent flow of applicants.
- Ensure that the application process meets all standards of Habitat for Humanity Peterborough & Kawartha Region.
- Develop and conduct workshops and training sessions focused on successful transitions into new homeownership.
- Work with applicants to prepare formal applications for housing solutions.
- Conduct orientation sessions with newly approved home buyers. Based on common questions, work to improve and refine orientation materials to better communicate programs and program expectations.
- Work with future homeowners to ensure sweat equity requirements are met throughout the process and completed prior to closing.
- Work with unsuccessful applicants to help improve their chances for future approval.
- Work on annual requirements and ongoing communication with current Habitat households.
- Any other tasks deemed by Chief Operating Officer

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### QUALIFICATIONS

- Post-secondary degree or certificate in finance or business required.
- Previous experience with administrative tasks required.
- Excellent interpersonal, communication, and presentation skills, both written and oral, which transcend diverse audiences.
- Strong self-motivation and the ability to work as a team member.
- Excellent organization skills with an ability to prioritize and manage multiple tasks and a variety of demands.
- Ability to work flexible hours (some weekends and evening hours are required).
- Computer skills and software knowledge.

### EMPLOYMENT REQUIREMENTS

- Clear Police Records Check.
- CSA approved safety footwear, to be worn sometimes when at the build site or in the Habitat ReStores.
- Successful completion of Emergency First Aid training as required and provided by Habitat.
- Successful completion of other training as required and provided by Habitat.
- Ability to perform heavy lifting on occasion.

### APPLY TODAY!

Please send resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) with the position title and location in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region. This position will remain open until filled.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.