



Development Intern

Department: **Development**
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**
Application Date: **March 8, 2024**
Start Date: **May 2024**
Reports To: **Development Project Manager**

About Centretown Citizens Ottawa Corporation (CCOC) & Cahdco

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability. For more information, visit: www.ccohousing.org

Cahdco develops affordable housing solutions. We specialize in building, advising and increasing capacity in affordable housing development. This position will work directly on creating new affordable housing. For more information, visit: www.cahdco.org

Summary

The Development Intern assists the Project Manager in coordinating, planning, implementation, and tracking of affordable housing real estate development projects on behalf of both Cahdco and CCOC. The Development Intern provides clerical and administrative assistance as needed.

Performs other duties as may be required by the Project Coordinator, Project Manager, Senior Project Manager, Director of Housing Development or the Executive Director.

Applying to the Role

To be considered for this role, please email your resume and cover letter to hire@ccohousing.org

All applications must include the following information in the subject line: **Development Student Intern.**



Application Deadline is March 8, 2024.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact hire@ccochoosing.org



Key Responsibilities

Assists with the coordination & management of the feasibility, planning, financing, and construction of affordable housing real estate development project, as outlined below:

- **Project Management** – Assist in monitoring them throughout the phases of the project; aid in the creation of a detailed work plan and schedule that identifies and sequences project activities; with timely updates and detailed project reports.
- **Project Feasibility** – analyse potential property and development sites for acquisition; develop draft pro forma models for project financial feasibility; support the preparation and processing of planning applications; draft feasibility reports to share with clients.
- **Project Financials** – draft project funding application and ensure submissions are complete; assist in the development and tracking of project budget including capital budget, operational budget, and project cash flow projections.
- **Procurement** – assist in the procurement and monitoring of project team members and consultants.
- **Stakeholder Coordination** – coordinate and organize events and meetings for clients, the public, business partners, and peers; coordinate tasks and meetings with consultants.
- **Communicating and Reporting** – Prepare and write professional documents, including feasibility reports, business cases, funding proposals, financing applications, project charters, and project progress reports; undertake regular communication by email, in-person meetings, phone calls; manage electronic and physical files to ensure all project information is organized, appropriately documented, and secure; create presentations slides and talking points as required; take transparent and accurate minutes and prepare final overview and record of the meeting.

Provides Clerical and Administrative Support to the Development Department and Cahdco as needed, as outlined below:

- Provide research and solutions to general inquires of the department;
- Provide administrative help with corporate records and archival material;
- Maintain positive client relations;
- Organize meetings between clients and the Development Department employees;



Knowledge and Experience

- Enrollment in a four-year technical degree, such as architecture, engineering or land use planning, among others
- Three months of related work experience in the fields of architecture, real estate development or municipal planning is considered an asset
- Intermediate ability to use Microsoft Office, including Microsoft Projects. Beginner Mural, Google Suite, & Adobe Suite is considered an asset
- Advanced written and verbal communication in English
- Excellent internal and external communications. Internal interaction with colleagues at all levels involves discussing or presenting information of a routine and non-controversial nature, and external interaction with clients, third-party vendors and contractors involves the exchange of simple facts and financial information
- Basic budgeting and financial tracking experience
- Perform role in a timely and accurate manner and provide input and practical suggestions on proposed changes that impact the efficiency of their job
- Strong attention to detail
- Maintain confidentiality of information provided by clients and safeguard information accordingly
- Considerable decision-making ability and ability to follow well-defined methods and established procedures
- Build and maintain relationships with team members, clients, and partners by responding to their needs and requirements as they occur

Working Environment

- Regular use of confidential information Interaction with internal colleagues involves discussing or providing recommendations, interaction with external contacts requires tact and courtesy, primarily exchanging information
- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading) Regular visits to apartments or construction sites Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness. The incumbent may experience considerable stress.