



Title: Project Administrator, Development (Land Trust)

Job Status: Full Time 40 hours

Job Region: Hybrid, must be able to travel to all Blue Door Locations

Equipment: Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance.

Salary: \$45,000-55,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Director, Construction and Development, the Project Administrator, will play a role in land trust set-up, operations, and community engagement efforts to ensure the land trust amasses and preserves a portfolio of affordable housing assets in perpetuity. The Project Administrator, Land Trust will work closely with partners, including government agencies, landowners, non-profit housing operators, and the broader community to achieve the land trust's objectives.

Responsibilities

Stewardship and Management

- Collaborate on and support the implementation of strategic plans for the land trust, monitoring progress and reporting on key milestones.
- Coordinate and oversee activities related to property maintenance.
- Collaborate with Construct, Blue Door's social enterprise as contractor to manage properties.
- Coordinates maintenance requests and scheduling maintenance activities. This includes emergency, preventative, and day-to-day maintenance coordination.
- Verify and confirm completion of work and payment for trades, consultants, and any other key partners.
- Research and create partnerships with other non-profit housing organizations.
- Create requests for proposals and screen submissions to identify the appropriate housing operators for land trust units.
- Manage operating agreements with non-profit housing partners to ensure compliance with partnership agreements.

Land and Property Evaluation

- Assist in identifying potential properties (including land parcels, buildings, and scattered units) for acquisition.
- Develop and employ acquisition criteria and a decision matrix for evaluating properties.
- Conduct research, feasibility review, and due diligence for potential land acquisitions.

- Assist in project management aspects of property evaluation, ensuring timelines are met, and milestones are achieved.

Administration and Reporting:

- Assist with land trust incorporation process.
- Work with lawyers and Director, Construction and Development to create by-laws, policies, agreements, and other necessary documentation and structure for the land trust.
- Identify and prepare applications for funding opportunities and meet reporting requirements for funding received.
- Maintain accurate and up-to-date records of land acquisitions, property management, project budgets, and other operational activities.
- Prepare reports, newsletters, and other communications to keep partners informed about the land trust's progress.
- Participate in board meetings, prepare materials for review, and provide support to the board of directors as required.
- Work with the Director, Construction and Development to analyze and identify risks and opportunities associated with each project with a focus on expedited resolutions to keep projects on schedule and on budget while maintaining a level of quality.
- Assure the completion of all required deliverables as specified by funders.

Community Engagement and Outreach

- Support the development of branding, communication materials, and an outreach strategy.
- Raise awareness about the land trust's mission and affordable housing efforts.
- Engage with local communities, politicians, government officials, funders, developers, landowners, non-profit organizations, and other partners to build and maintain collaborative partnerships.
- Occasionally represent the land trust at community events, public meetings, and conferences.
- Engage and collaborate with other land trusts to share lessons learned and identify opportunities for collaboration.
- Consult with experts and build partnerships for in-kind support and technical/strategic advice.
- Maintain knowledge in the Community Housing Sector and planning initiatives across the country.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.

- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with supervisor on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Bachelor's degree in a field such as business administration, nonprofit management, public policy, economics, or a related discipline.
- CAPM or PMP or working towards is considered an asset.
- A Master's degree in a related field would be an asset but is not mandatory.
- 2+ years of recent, related experience in program management.
- Experience in construction development process is considered an asset
- Strong understanding of municipal governance structures, as well as where provincial and federal authorities can impact development and funding opportunities.
- Understanding of the project management life cycle
- Strong planning and organizational skills in a complex and fast-paced environment with the ability to meet intensive and changing deadlines.
- Strong communication, critical thinking, and decisive ability to evaluate and problem-solve (sometimes with limited information)
- Strong writing and editing skills for reports and documents with attention to detail and accuracy.
- Time management skills with a keen ability to multi-task and prioritize.
- Knowledge of Microsoft products (Excel, Word, PowerPoint, etc.)

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca