



## **EMPLOYMENT OPPORTUNITY** **Town of Hay River**

### **Housing Development Coordinator**

Are you passionate about making a positive impact on our community's health? If so, we have an exciting opportunity for you. As the **Housing Development Coordinator**, you will play a pivotal role in ensuring the well-being of our community members. Reporting directly to the Senior Administrative Officer, you'll become the go-to expert responsible for orchestrating the Town of Hay River's Strategic Housing Plan. Your role involves scheduling, organization and the successful execution of the vital initiatives outlined in this plan. But your impact doesn't stop there; you'll also extend your administrative and coordination prowess to support the Hay River Social Issues Committee, particularly in the development and implementation of collaborative interagency efforts, including those addressing homelessness.

Working in collaboration with Housing NWT and a network of community partners, and under the guidance of a dedicated housing committee, your mission is clear; ensure that the Housing Plan's defined goals and initiatives are not just words on paper, but tangible achievements that enhance the lives of our community members. Join us on this meaningful journey to transform our community and create a brighter future for all.

**The Town of Hay River**, nestled in the heart of Canada's Northwest Territories, is more than just a place; it's a captivating way of life. Living and working in Hay River offers a unique blend of natural beauty, community spirit and professional opportunities that are truly irresistible. With its picturesque surroundings of pristine lakes and rugged wilderness, Hay River is a haven for outdoor enthusiasts, providing endless adventures like fishing, hiking, and northern lights gazing. But it's not just the scenery that makes Hay River special; the warmth and inclusivity of the community make you feel at home from the moment you arrive. Professionally, the region offers a diverse range of opportunities, from working in the thriving resource and transportation sectors to contributing to the growth of local businesses. Hay River is where dreams take root, and where a remarkable quality of life flourishes. Join us, and experience a life that is as fulfilling as it is unforgettable.

#### **Duties and Responsibilities of this position:**

1. **Strategic Coordination:** You will oversee the execution of the Hay River Strategic Housing Plan by orchestrating the collaborative efforts of the Town of Hay River employees and key partners engaged in this important initiative.
2. **Land Development:** Your role involves orchestrating the expansion of development-ready residential land inventory, ensuring our community has the space it needs to grow and thrive.
3. **Financial Stewardship;** You will play a pivotal role in the crafting a robust financial plan, identifying funding opportunities, and skillfully applying for resources to support the full implementation of the Housing Plan, making sure our aspirations have the financial backing they require.
4. **Project Management Excellence:** You'll demonstrate your expertise in project management, applying sound principles and methodologies to drive the Housing Plan's execution forward efficiently and effectively.
5. **Housing Committee Leadership:** As a key figure in our community's housing committee, you'll provide administrative support and valuable guidance to fellow committee members responsible for carrying out various elements of the Housing Plan, fostering a united front.
6. **Interagency Collaboration:** You'll also be a vital part of the Town of Hay River Social Issues Committee, contributing to the development and implementation of a holistic, community wide interagency improvement plan, further enriching the well-being of our residents.

#### **Qualifications:**

- Graduation from a post-secondary program in business administration, planning, or equivalent. Certificate in project management preferred; equivalencies will be considered;
- Three years of progressive, related and demonstrated experience, such as delivery of housing development projects, and client/program coordination.

\*\* Wage range is from \$40.56 to \$53.53 depending on experience.

Please submit a detailed resume and cover letter to the Town of Hay River via email indicating the position you are applying for in your cover letter.

For the job description of this position, please go to our job opportunities page at [www.hayriver.com](http://www.hayriver.com)

For additional information please contact:

**Town Office**  
**Phone: 867-874-6522**

**Email: [humanresources@hayriver.com](mailto:humanresources@hayriver.com)**

**Open until filled**