



## **Program Manager position available** **Sector Transformation Fund in Montreal, Quebec**

### **About CHTC**

The Community Housing Transformation Center (the Centre) is a resource and reference centre that seeks to support the sustainability and development of community housing, the progress of the right to housing as well as the accessibility of quality community housing.

### **Job Description**

As part of a new, small but very dynamic pan-Canadian organization, the Program Manager will play a key role in the operation of the *Sector Transformation Fund* (STF). The Centre employs an attentive and supportive approach in supporting groups and organizations wishing to submit a grant proposal.

### **Tasks and Responsibilities**

- Understand and apply all:
  - procedures and policies regarding the reception, processing and analysis of applications submitted to the STF;
  - all procedures regarding communication with groups submitting application to the STF;
  - all procedures and policies regarding the monitoring and evaluation of applications granted by the STF;
- Conduct administrative and budgetary follow-ups with community and business partners in relation to the STF;
- Write reports outlining the activities, results, budget developments, strengths and challenges of the STF and its management;
- Contribute to the smooth running and overall mission of the Centre.

### **Education and Experience**

- University diploma in administration or any diploma related to the job description;
- Solid background in administration and practical management could compensate for the diploma;
- Good knowledge of the community housing sector in Canada;
- Fluent in English and French, both written and spoken.

### **Skills**

- Very autonomous in the organization of their work;
- Rigorous in their action;
- Be results-oriented;
- Master the MS Office Suite;
- Adhering to the social values and general guidelines of the Community Housing Transformation Centre.

### **Terms**

- Permanent and full-time position;
- Competitive compensation, group insurance, pension contribution and other benefits;
- Location: Montreal, Quebec;
- Available as soon as possible.

### **Nomination Procedure**

We are waiting for you! If you are interested, please send your file (CV and cover letter) in **PDF format** to [info@centre.support](mailto:info@centre.support)