
NOTICE OF PERMANENT POSITION: PROGRAM MANAGER, POLICY AND GOVERNMENT RELATIONS

The Co-operative Housing Federation of Canada is recruiting for a full time (35 hours per week), indefinite position of Program Manager, Policy and Government Relations starting as soon as possible. This existing vacancy is located at our Ottawa office and will follow a hybrid work model (1-2 days/week in the office).

The mission of the Co-operative Housing Federation of Canada (CHF Canada) is to inspire, represent and serve our members in a united co-operative housing movement. There is significant unmet demand for affordable and co-operative housing, and we want more people to experience the security, vibrancy and resiliency of co-operative living. We work with federal, provincial/territorial and municipal governments to support existing co-ops, and to develop more co-op housing, so we can continue to lead the way in creating inclusive, accessible, diverse and sustainable communities. Our movement is resourceful, passionate, and dedicated to a future with more co-operative housing.

Reporting to the Director, Public Affairs and Policy, this Program Manager, along with another Program Manager, Policy and Government Relations out of the Toronto office, plays a key role in developing and implementing CHF Canada's external policy and government relations program in support of the growth and successful operation of the non-profit co-operative housing sector in Canada.

The Program Manager undertakes policy, research and analysis to maintain CHF Canada as the voice for co-operative housing, and one that enables CHF Canada to act legitimately and authoritatively as a voice for co-operative housing solutions. The Program Manager also engages and supports CHF Canada's work with members and external stakeholders, including representing CHF Canada with federal elected officials and public servants.

The Program Manager is central to developing and implementing CHF Canada's government relations program. This includes representing CHF Canada at meetings, and liaising with Parliamentarians, political staff, and relevant federal officials and their counterparts at the provincial/territorial level of government. The Program Manager monitors political developments and identifies opportunities and potential challenges for co-operative housing resulting from those developments.

The Program Manager leads CHF Canada's engagement in regular Parliamentary activities (budget analysis, drafting pre-budget submission, SFT analysis, etc.), as well as in more occasional Parliamentary and electoral activities (develop and implement election campaign strategies, platform analysis, etc.). The Program Manager ensures this work is complementary to similar work at the provincial levels, and support that work as required.

The Program Manager works with the Manager, Communications and Marketing, to support CHF Canada's engagement with media and other public-facing events.

The Program Manager helps to ensure activities are compliant with relevant lobbying regulations, and that reports are filed on time and accurately.

The Program Managers work at the federal level in some provinces, at the municipal level in Ontario, and occasionally elsewhere, with areas of responsibility divided between the two Program Managers as needed.

The Program Manager conducts research and analysis concerning key policy developments in co-operative housing, with a focus on federal developments, but also with respect to provinces/territories and among other external stakeholders with an interest in housing policy and/or Canada's co-operative movement.

The Program Manager prepares appropriate responses, including internal documents such as briefing notes, membership communications etc., as well as responses meant for external consumption, such as policy briefs or submissions.

The Program Manager plays a lead role in liaising with key stakeholders as assigned, especially those that are national organizations.

Employee benefits include employer paid premiums for Group Benefits (health, dental, life insurance, AD&D), paid personal emergency leave, pension, an annual wellness amount and a one-time hybrid allowance payment.

What we're looking for:

- A university degree in political science, public policy, communications or related field, or an equivalent combination of education and experience.
- Good understanding of social housing in Canada and the co-operative housing sector.
- At least three years of experience and proven track record in government relations, particularly at the federal political level.
- Demonstrated commitment to the growth and development of the non-profit co-operative housing movement in Canada is an asset.
- Excellent oral and written communication skills.
- Strong research, analytical, and writing skills.
- Demonstrated political acumen in a non-partisan environment and experience delivering advocacy initiatives that have impact.
- Time management skills and the ability to set priorities.
- Ability to work independently and collaboratively as part of a team.
- Proficient in Office 365 products, SharePoint, WordPress and campaign software.
- Experience establishing working relationships with municipal government representatives is an asset.
- Bilingualism (French/ English) is an asset.

CHF Canada is committed to building and retaining a diverse, equitable, and inclusive working environment. In selecting candidates for this position, additional weight may be given to recognize diverse backgrounds and experiences, especially from underrepresented groups among CHF Canada's current staff. CHF Canada invites candidates to self-identify relevant experiences or background information that supports this organizational objective.

We may use generative AI tools to assist in the initial sorting of applications and creation of recruitment materials to improve administrative efficiency, but we value human connection. A human being will review your application.

How to Apply:

Please submit your resume and cover letter in **one PDF** file to talent@chfcanda.coop with the subject line: **CHF Canada – Program Manager, Policy and Government Relations**. Please ensure that your skills and experience, as it relates to the qualifications we are looking for, are clearly outlined in the resume and cover letter, including those identified as assets.

Salary: \$92,444 starting salary (\$92,444- \$113,693 full salary range over 8 years)

Application Deadline: 5:00 p.m. EDT, September 14, 2026

Co-operative Housing Federation (CHF) of Canada thanks all applicants, however, only those selected for an interview will be contacted. CHF is a respectful, caring, and inclusive workplace. CHF Canada is an equal opportunity employer and committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

CHF Canada is proud to have been recognized for the sixth year in a row as one of the [National Capital Region Top Employers](#)

<https://reviews.canadastop100.com/top-employer-co-operative-housing-federation-of-canada>

