NOTICE OF TEMPORARY POSITION: CO-ORDINATOR, GROWTH SERVICES

The Co-operative Housing Federation of Canada is recruiting for a full time (35 hours per week), fixed term position of Co-ordinator, Growth Services for a period of 2 years starting as soon as possible. The position may be located at a CHF Canada Office on a hybrid basis (Toronto, Ottawa, Truro) or remote in BC, MN, SK, ON, QC, NB, or NS may be considered.

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.

Under the direction of the Manager, Co-operative Housing Growth and Development, the Co-ordinator, Growth Services supports initiatives that build capacity, strengthen team coordination, and advance growth-related services for existing and new housing co-operatives and related organizations. The role assists with identifying needs and opportunities, co-ordinating information and resources, supporting funding and pre-development activities, and helping teams deliver practical supports that contribute to the growth of the co-operative housing sector in Canada.

The Co-ordinator supports the delivery of Growth Services contracts, team projects and strategic initiatives by assisting Program Managers with contract administration; preparing agendas and minutes; tracking actions, schedules and follow-up; maintaining document version control; supporting group intake; and updating our customer relationship management system. The role also prepares reports and dashboards, monitors key performance indicators, and maintains current resources on consultants, funding and land opportunities to support projects, applications, educational events and sector growth.

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:

- Post-secondary education in a related field such as co-operative housing, community development, communications, administration, planning, project co-ordination or non-profit property management. An equivalent combination of training, education and relevant experience will be considered.
- Experience with intake, tracking, reporting, meeting coordination, stakeholder communications and resource development.
- Strong computer skills, including proficiency with Microsoft 365 applications such as Word, Excel, PowerPoint, Outlook, Teams, SharePoint, CSM and Monday.com.
- Working knowledge of communications, layout and graphic design tools, including Canva and Adobe InDesign, to prepare clear, accessible and visually engaging presentations, reports, resources, templates and other materials.
- Experience using customer relationship management (Salesforce), project management and workflow tools (Monday.com).
- Well organized, adaptable and able to manage competing priorities, deadlines and details across multiple activities or projects.
- Demonstrates sound judgement, initiative, follow-through and the ability to remain responsive in a changing work environment.
- Experience working with non-profit boards and familiarity with housing co-operatives and their supporting agencies is an asset.
- Excellent oral and written communication skills.
- Bilingualism (French/ English) is required.

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 and make all hiring decisions.

How to Apply:

Please submit your **resume and cover letter in one PDF file** to talent@chfcanada.coop with the subject line: **CHF Canada – Co-ordinator, Growth Services prior to the deadline**. Please ensure that your skills and experience, as it relates to the qualifications we are looking for, are clearly outlined in your application, including those identified as assets. **It is important that you describe your French language skills since Bilingualism (French / English) is a requirement. Please also include your location (city/province) on your application.**

Salary: $66,159-$70,188 hiring range

Application Deadline: 5:00 p.m. EST, November 17, 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