

Position Title:	<b>COMMUNITY DEVELOPMENT ASSISTANT</b>
Number of Positions:	Three (3) (subject to grant funding approval)
Rate of Pay:	\$17.70
Hours of Work:	35 hours/week
Employment Period:	May 26, 2025 – August 29, 2025
Competition #:	02-2025

Would you like to earn some money while gaining valuable work experience and contributing to your community? Peterborough Housing Corporation has an exciting opportunity for you to consider.

**Position Description:**

This position works under the immediate supervision of the Housing Support Worker. The Community Development Assistant performs entry level tenant engagement by developing social and human service programming for communities, and administrative support as required to the Resident Services Department.

**Responsibilities and Duties:**

- Development of community programs, including research on best practices
- Promotion of community-based programs, including content writing, development of promotional materials and social media.
- Implementation of community-based programs, including attending events
- Evaluation of community-based programs, including administering surveys, compiling data, and analyzing results.
- Organizing, attending, and supervising on-site programs for children, youth, and adult community members.
- Organizing, attending, and supervising onsite programs that remove barriers for community members.
- Participate in additional programs and tasks related to the work of Peterborough Housing Corporation.
- Assisting with projects within the Resident Services Department.

**Knowledge, Skills and Abilities Required:**

- Some Post-Secondary (College or University) education in an area of study related to the position.
- Previous experience (volunteer or employment) in developing and delivering programs for youth and/or adults.
- Some knowledge of basic concepts and practices of Community Development and resident engagement.
- Methods of research and preparation of reports as a basis for recommendations
- Abilities and skills to work with neighborhood organizations and to perform some statistical analysis.
- Ability to work independently and within a team.

- Ability to work efficiently on assigned tasks independently.
- Ability to collaborate as a team member.
- Understanding and interest in poverty issues, domestic violence issues, and a commitment to social justice.
- Strong problem solving and organizational skills.
- Strong written and oral communication skills.
- Strong knowledge and ability to use communication programs/platforms to engage tenants.
- Possess a valid driver's license and access to a reliable vehicle.
- Police and Vulnerable Sector check required.

**This position is subject to grant funding approval through Canada Summer Jobs with the following requirements:**

- You must be between 15 and 30 years of age (inclusive) at the start of employment
- You must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- You must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- International students are not eligible participants

**This position will remain open until filled.**

Please direct your application

**“CONFIDENTIAL – Community Development Assistant - 02-2025”**

Senior Manager, People & Culture

Peterborough Housing Corporation, 526 McDonnell Street, Peterborough, Ontario, K9H 0A6

[PHC\\_HR@ptbohousingcorp.ca](mailto:PHC_HR@ptbohousingcorp.ca) fax (705) 742-1404

Peterborough Housing Corporation is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Thank you for your interest; however only those selected for an interview will be contacted.*