

## **Program Officer, Partners for Affordable Housing**

Partners for Affordable Housing is seeking a collaborative, detail-oriented Program Officer to support program delivery, partner engagement, and capacity-building initiatives. This role is ideal for someone who enjoys working directly with partners, coordinating program activities, and strengthening systems that support non-market housing delivery across Canada.

This is a unique opportunity to help build and scale an organization from an early stage, contributing directly to innovative, systems-level solutions that create lasting impact. If you're energized by possibility, passionate about social change, and ready to roll up your sleeves, we want to hear from you.

## **About Us**

Partners for Affordable Housing (Partners) is a national social purpose organization committed to unlocking access to permanent, affordable, and accessible housing for the 4.4 million people in Canada who need it. Through collaboration with government, philanthropy, financial institutions, and nonprofit housing providers, we work to accelerate the development of non-market housing by addressing systemic barriers, aligning funding, and building local capacity.

We are a catalyst for bold, cross-sector solutions rooted in equity, inclusion, and community driven impact. Join us in our mission to make affordable housing a reality for all Canadians.

## **Your Role**

Reporting to the Director of Programs, the Program Officer supports the delivery, coordination, and continuous improvement of Partners' programs and partnerships. You will work closely with housing providers and sector partners to ensure programs are accessible, well-coordinated, and responsive, while supporting research, learning, and capacity-building efforts.

## **Your Responsibilities Will Include**

### **Program Operations & Delivery**

- Support program intake, onboarding, and review processes, including coordinating submissions and leading support calls with housing providers.
- Assist with program administration, scheduling, documentation, and reporting to ensure smooth day-to-day operations.
- Support the delivery of webinars, learning sessions, and other program-related engagement activities.



# PARTNERS FOR AFFORDABLE HOUSING

## Partnership Development & Engagement

- Support housing provider partnership development through outreach, relationship building, and ongoing engagement.
- Serve as a key point of contact for partners, ensuring clear communication and a positive program experience.
- Support with proposal and grant writing.

## Research, Learning & Capacity Building

- Support the development of tools, resources, and capacity-building materials for housing providers.
- Contribute to program learning, impact reporting, case studies, and continuous improvement initiatives.
- Support applied research activities, including interview analysis, literature reviews, surveying, and other social research methods, to ensure programs are responsive to sector needs.

## Tools, Systems & Coordination

- Maintain accurate records and program data in Salesforce and support basic system administration.
- Track program activity, support evaluation processes, and contribute to data-informed insights.
- Support coordination across teams through meeting preparation, shared documentation, and internal communication.

## What You Bring

- 2–4+ years of experience in program delivery, coordination, or operations, ideally within affordable housing, community development, or the nonprofit sector.
- Relevant university degree, college diploma, or equivalent experience.
- Knowledge of the Canadian affordable housing ecosystem, including public, private, nonprofit, and philanthropic actors.
- Strong communication skills, with experience leading group sessions or webinars.
- Experience with applied research, partner engagement, or capacity-building initiatives.
- Strong organizational and technical skills, including experience with CRMs (Salesforce preferred).
- Bilingual (English/French) is an asset.
- A relationship-first mindset that blends curiosity, confidence, and humility.



# PARTNERS FOR AFFORDABLE HOUSING

- Collaborative, values-driven teamwork style with the ability to thrive in fast-paced, high-growth environments.

## **Working Conditions & Benefits**

- Partners for Affordable Housing is a national organization with team members in Calgary, Toronto, and Montreal. This role follows a hybrid work model, combining remote work with in-person meetings and collaboration. Regular presence in the city regions will be required for partnership engagement, meetings, and events. We offer a flexible and supportive work environment designed to help you thrive.
- Competitive salary (\$65,000 - \$70,000) commensurate with experience, coupled with a comprehensive benefits package including health/dental, life insurance, and vacation time.
- Meaningful opportunities for leadership, learning, and professional growth within a supportive and dynamic environment where your contributions can drive real impact.

## **Why Join Us?**

This is more than a job – it's a front-row seat to social transformation. At Partners, you'll join a dynamic, women-led team committed to equity, innovation, and community-driven impact.

- **Impact:** Play a critical role in shaping how Partners communicates its vision and inspires action on Canada's housing crisis.
- **Innovation:** Be part of a forward-thinking organization that values creativity, collaboration, and bold storytelling.
- **Leadership:** Contribute as a key member of the management team, influencing strategy and outcomes across the organization.
- **Hybrid Work:** Enjoy the flexibility of hybrid work, with a blend of remote and in-person collaboration that empowers you to thrive.

If this sounds like you, we'd love to hear from you. Please send your resume and cover letter outlining your qualifications and why you are passionate about affordable housing to [amy@pfah.ca](mailto:amy@pfah.ca). Applications will be accepted until midnight on February 16, 2026. Only applicants selected for an interview will be contacted. Join us in building a future where dignified housing is not just a goal but a reality for all Canadians.

