

## **The Rural Ontario Institute is Hiring!**

### **Program Development Specialist**

ROI is looking for a highly motivated, capable person to join our team as a **Program Development Specialist**. This is a full-time contract position.

**Job Title:** Program Development Specialist

**Compensation:** \$60,000 / year

**Position Status:** Full-time, 14 months

**Number of Hours per Week:** 37.5

**Anticipated Start Date:** February 1, 2022

**Anticipated Finish Date:** March 30, 2023

**To address a housing shortfall in rural Eastern Ontario, the Eastern Ontario Wardens Caucus (EOWC) and the Rural Ontario Institute (ROI) are partnering to scale up a prototype data solution created to support affordable and attainable housing in rural communities. This digital tool aims to provide local, reliable, salient, and current rural data to assist proponents & municipalities in the planning and construction of new, affordable housing.**

#### **POSITION SUMMARY**

We are seeking a capable individual to take on the position of Program Development Specialist for the *Data Solution for Rural Housing* project that ROI is implementing in partnership with Eastern Ontario Warden Caucus (EOWC). You will work in a collaborative team reporting to the Project Manager.

You will work with the Project Manager to deliver a number of project objectives including the launch and promotion of the tool in Eastern Ontario. You will assist in developing data base user acceptance testing, demonstrate user benefits, promote the tool with potential users and engage with/recruit municipalities. You will assist the Project Manager to develop a governance and ownership framework with a long-term sustainability plan and roll-out strategy for additional geographies. You will also be responsible for developing case studies of user benefits. You will work with the Project Manager to coordinate stakeholder interaction including but not limited to a) Private sector housing proponents (builders/development industry); b) Non-profit housing project proponents (co-ops, housing service providers); and c) Local government staff (Planners, Economic Development, and the Consolidated Municipal Service Managers).

#### **JOB RESPONSIBILITIES:**

- Work with the Project Team to develop an effective communications strategy;
- Develop an engagement plan to create initial users/focus groups that include the three user groups;
- Responsible for the recruitment of users;
- Develop intellectual property agreements;
- Prepare case studies and testimonials ;
- Assist the Project manager to coordinate the Eastern Ontario roll-out of the application including the development of communication materials and outreach (e.g tutorials, presentations, workshops, webinars, social media promotion, etc.);
- Assist with the development of a sustainability plan for the project based on the feedback received from the Eastern Ontario roll-out;

- Report to the Project Manager.

#### **QUALIFICATIONS AND EXPERIENCE:**

- University degree or college diploma in a relevant field, such as geography, regional development, economics, rural planning, community development, or similar
- Demonstrated capacity in project development and coordination
- Familiarity with data analysis and the use of data, measurement and KPIs
- Knowledge of rural Ontario geographies and economic regions
- Excellent communication skills, verbal, written and visual. Demonstrated
- Experience communicating technical concepts to a non-technical audience (verbally and in writing).
- Ability to build and manage relationships with various client groups
- Advanced time management skills
- Strong organizational skills
- Advanced proficiency with Microsoft Office, particularly Excel
- Education or previous work experience related to developing new online applications/information systems is an asset
- Education or previous work experience related to housing affordability and attainability, especially in rural areas is an asset

A background or interests in topics, areas of expertise, or disciplines related to ROI program areas is an asset but not a requirement. The following are some examples:

- Rural community development and sustainability
- Planning, municipal governance, and/or economic development
- Affordable and attainable housing
- Organizational development, leadership, & governance capacity building
- Rural economic sectors, such as agriculture, agri-food, resource development, or tourism

#### **ADDITIONAL INFORMATION**

This position is likely to be performed primarily from a remote location. A regular schedule of in-office hours for coordination and team meetings is anticipated when permitted. Travel to the office location will not be compensated. This position will require occasional traveling (compensated) to rural communities in Eastern Ontario.

Please apply in confidence by e-mail no later than **January 17, 2022**, with a résumé and cover letter highlighting relevant personal experience, accomplishments, and/or motivations that reflect your potential success in the position.

#### **Please apply to:**

Ellen Sinclair  
Executive Director, Rural Ontario Institute  
Email: [esinclair@ruralontarioinstitute.ca](mailto:esinclair@ruralontarioinstitute.ca)

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**