

## Job Posting: Community Land Trust Specialist

**Job Title:** Community Land Trust Specialist  
**Work Week:** 30 hours/week  
**Rate:** \$35-38.50  
**Term:** 12-month contract (with possibility for extension), starting March 2023  
**Location:** Remote

**DEADLINE FOR SUBMISSIONS:** Friday January 20, 2023 at 5:00 pm EST

**Key words:** Affordable housing, Community, Social Planning, Community Land Trust, Cooperative, Network, Social Justice, Housing Justice, Progressive, Strategic Planning, Community Development, Community Economic Development

The [Canadian Network of Community Land Trusts](#) (CNCLT) is seeking a Community Land Trust Specialist to work alongside the National Network Coordinator in deploying a technical assistance program for community land trusts (CLTs) across Canada.

CLTs are community led, non-profit organizations which acquire and hold land in the interest of their local community, typically with a focus on affordable housing. CLTs can support a broad range of housing types (e.g. affordable rental, supportive housing, cooperative housing, affordable homeownership). Many also steward land for other social purposes including urban agriculture, commerce, or arts and culture. There are currently more than 40 active CLTs across Canada. As an emerging sector with most organizations initiated by grassroots groups, there is a strong need for technical support for organizational development and project planning.

The Technical Assistance Program aims to support the sustainable development and increased impact of Canada's rapidly growing CLT sector. The Program has several key components, including: one-on-one technical support services, the development of an online resource hub, and the creation of online training modules for emerging CLT professionals. This Community Land Trust Specialist role will be indispensable to the Program's development and delivery.

The ideal candidate will be an early or mid-career community development or affordable housing professional with direct work experience in the non-profit housing sector. They are as passionate about organizational development as they are about planning affordable housing projects. It is also essential to have strong communications skills to engage diverse stakeholders including CLT staff, housing partners, tenants and other consultants. Past experience providing consulting services to organizations is a plus. Finally, they must have a strong commitment to housing justice, anti-racism, decolonization, and equitable development.

We strongly encourage applications from equity-deserving groups.

## **Key Tasks and Responsibilities:**

### 1. Providing technical support services

- Working one-on-one (online and in person) with emerging and established CLTs on organizational development and capacity building as well as project planning activities
- Technical support services provided may include but are not limited to:
  - CLT organizational development:
    - Incorporation
    - Establishing a membership and governance structure
    - Community needs assessments
    - Strategic planning
    - Business planning
    - Funding proposals
  - Affordable housing project planning:
    - Community based research
    - Feasibility studies
    - Pre-development planning
    - Pro-forma development
    - Acquisition planning
    - Due-diligence
    - Funding & financing
    - Partnership development
    - Leases and other agreements
- Developing replicable tools and templates for CLTs in different phases of development (e.g. startup roadmap, sample leases, sample by-laws, tenant selection protocols)
- Responding to requests for information, resources, and expert referrals
- Managing technical assistance contracts through a CRM software

### 2. Co-developing professional development resources

- Working with the National Network Coordinator to deliver a CLT development workshops and or training modules
- Developing content and soliciting external collaborators (technical experts, consultants, practitioners, and academics)

### 3. Monitoring program success

- Assist the National Network Coordinator to evaluate activities and prepare reports to funders and others
- Contribute to network development through strategic advice and decision-making

## Required Qualifications:

- 2+ years of post-secondary education in a relevant field (experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements)
- 3+ years of related work experience
- Possess a range of technical skills related to organizational development, strategic planning, and affordable housing development planning
- Knowledge of the CLT model and other cooperative or shared equity models
- Experience with startup tasks of a non-profit organization (incorporation, by-laws, etc.)
- Strong understanding of governmental affordable housing funding programs
- Proven success drafting funding proposals
- Well organized and able to manage multiple projects
- Strong verbal and written communication skills
- Proven online group facilitation skills
- A strong commitment to housing justice, anti-racism, decolonization, and equitable development
- Ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds)
- Solid understanding of Google Suite
- Ability to work remotely

## Preferred Qualifications:

- Bilingual (English and French)
- Practical experience working with community land trusts strongly preferred
- Experience with providing technical assistance, developing/delivering training, undertaking online community engagement preferred
- 3-5 years of related work experience or equivalent
- Working knowledge of CRM software

## How to Apply:

Please submit an application by email to [canadianCLTnetwork@gmail.com](mailto:canadianCLTnetwork@gmail.com) with the following documents attached as one PDF:

- [Application form](#) (go to file>download)
- Your resume

Portfolios and writing samples are welcome to support your application but are not required. Any questions regarding this position can be forward to the above email.

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