



## **PROJECT MANAGER**

Haldimand Norfolk Housing Corporation

**Location:** Simcoe, Ontario

**Employment Type:** Full-Time, Non-Union

**Salary Range:** \$81,907 – \$102,386 annually

**Hours:** 36.25 hours per week

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### **Build communities. Protect homes. Grow your career.**

Haldimand Norfolk Housing Corporation (HNHC) is the largest social housing provider in Haldimand and Norfolk and one of Ontario's Independent Local Housing Corporations. We provide safe, affordable, quality housing to hundreds of families, seniors, and individuals across our communities.

We are seeking a **Project Manager** to lead the delivery of our growing capital program and help shape the long-term sustainability of our housing portfolio.

This is more than a traditional project management role. You will play a key part in translating long-range asset planning into real, on-the-ground improvements to occupied residential buildings—while working closely with an experienced Director of Development & Technical Services and gaining exposure to building systems, asset management, procurement governance, and tenant-centered project delivery.

This role is ideal for a project professional who wants to grow into a senior technical leadership role over time.

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#### **What You'll Do**

- Lead the full lifecycle of capital projects across HNHC's housing portfolio
- Coordinate contractors, consultants, staff, and tenants to ensure projects are delivered efficiently and respectfully in occupied buildings
- Translate HNHC's long-term capital and asset plans into well-executed annual projects
- Manage capital project budgets ranging from small repairs to large-scale capital investments, including cost tracking and contractor payment coordination
- Contribute to the development and continuous improvement of preventative maintenance and lifecycle asset strategies
- Strengthen contractor accountability, procurement practices, and project documentation
- Assist with troubleshooting and coordination related to building systems such as heating optimization, building automation, and access control technologies
- Prepare project reports, funding documentation, and progress updates for leadership and stakeholders

- Help ensure Property Management staff can remain focused on tenant support by taking ownership of capital coordination
- Participate in an after-hours on-call rotation, responding to maintenance emergencies by authorizing repairs or attending on-site for urgent situations. Compensation will be provided for on-call and emergency response duties.

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## **What We're Looking For**

- Post-secondary education in construction management, engineering, architecture, building sciences, asset management, finance or related field (or equivalent experience)
- 3-5 years of experience managing capital or construction projects, preferably in housing, municipal, or multi-residential environments
- Knowledge of building systems, procurement practices, and contractor oversight
- Strong organizational, financial, and communication skills
- Working knowledge of building codes, health and safety requirements, and construction best practices
- Ability to manage multiple projects in occupied residential settings with sensitivity to tenant needs
- Experience with asset planning tools, preventative maintenance programs, or building technologies is considered an asset
- Proficiency in MS Project, Excel, or similar tools
- Valid Class G driver's license and reliable transportation

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## **Why Join HNHC?**

- Be part of an organization that directly improves lives in your community
- Work alongside experienced technical leadership with opportunities for mentorship and growth
- Gain exposure to asset management, capital planning, and building systems that go beyond traditional project roles
- Play a key role in shaping the future of social housing infrastructure in Haldimand and Norfolk
- Stable, meaningful public-sector work with long-term career potential
- Competitive public-sector compensation including OMERS pension, comprehensive benefits, and paid time off

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## **How to Apply**

Interested candidates are invited to submit a resume and cover letter outlining their experience and interest in the role.

Applications should be marked “**Confidential**” and submitted by **4:00 p.m. on Friday, March 13, 2026**.

Resumes submitted by email must be in **Word or PDF format**.

### **Apply to:**

Becky Duarte, Financial & Human Resources Coordinator  
Haldimand Norfolk Housing Corporation  
Unit 2 – 25 Kent Street North  
Simcoe, Ontario N3Y 3S1  
Email: [hnhc@hnhousing.ca](mailto:hnhc@hnhousing.ca) | Fax: 519.426.7630

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## Position Requirements & Location

This position requires a valid Class G driver's licence

As a condition of employment, the successful candidate will be required to obtain a satisfactory Criminal Records & Judicial Matters Check prior to commencing employment.

**Work Location:** Simcoe, Ontario, with travel throughout Norfolk County and Haldimand County.

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## Compensation & Benefits

HNHC offers a competitive public-sector compensation package, including:

- OMERS Pension Plan
- Group Insurance Plan, including vision, dental, and extended health coverage
- Basic Life Insurance and Long-Term Disability
- Vacation and Sick Time

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## Conditions of Employment

The successful candidate must comply with all Health and Safety policies and practices applicable to the position and workplace.

Applicants are responsible for ensuring their application is received by the closing date and for providing accurate information regarding qualifications, licences, and related experience. Any misrepresentation or omission of information may result in disqualification or, if employed, discipline up to and including termination.

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## Equity, Accessibility & Privacy

Haldimand Norfolk Housing Corporation is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes.

Accommodation will be provided for applicants throughout the hiring process, up to the point of undue hardship. Applicants requiring accommodation are encouraged to contact the office as soon as possible to make appropriate arrangements.

Personal information collected through the application process will be used solely for the purpose of determining qualifications for employment and will be handled in accordance with applicable privacy legislation.

