

About New Commons Development

New Commons Development is an innovative development company that is helping to address housing affordability in Canada. As a non-profit developer, New Commons is advancing the interests of some of Canada's most marginalized communities by building and protecting community real estate assets, specifically affordable housing. New Commons works in partnership with local non-profits, co-operatives and municipalities to develop large and complex affordable housing and non-profit or community-owned real estate projects nationwide.

New Commons Development has four key objectives:

1. Increase the supply of affordable housing
2. Preserve and leverage community-controlled housing assets
3. Build a disciplined, non-profit development company to scale
4. Create investable product for charities that aligns with their values with appropriate risk-adjusted returns

The New Commons model takes a community-driven approach to development and is establishing itself as a new resource to the affordable housing sector and as a strong alternative non-profit development model.

Job Description

New Commons Development has created a Summer Associate role to provide quality work experience and opportunities to develop and improve real-world skills required in the labour market. The Summer Associate will support New Commons Development in its work to respond to both national and local priorities of increasing the supply of affordable housing.

New Commons Development is seeking **two Summer Associates**, one to work out of its Toronto office and the other to work out of its Vancouver office, on the following projects:

- The Summer Associate will support the successful operations of New Commons Development through administration, urban planning and development research and analysis, public policy and advocacy for vulnerable populations and new business development
- The Summer Associate will assist staff in streamlining the operations for its work around developing more affordable housing across Canada
- The Summer Associate will assist with the following tasks, among others as needed:
 - Project support – Research and analysis on urban planning and affordable housing issues, funding application and planning submission coordination, coordination of meetings for existing projects

- Prospecting projects – Researching prospective projects, partners and new sites for consideration; conducting high-level financial feasibility analysis; creating presentations and materials for distribution to prospective partners
- Monitoring and synthesis of emerging issues – Regular summary and analysis of emerging urban planning, affordable housing, real estate development news (e.g. public policy and government reports, municipal decisions, economic news and forecasts, etc.)
- General administration and analysis – Supporting the NCD team by providing general administration and analysis duties such as filing, organizing, researching, drafting, and other administrative activities that emerge (e.g. Salesforce)

Supervision and Mentoring Plan

The Summer Associate will receive on-site orientation and training about the company and work responsibilities. The Summer Associate will have a dedicated workspace upon starting the summer job and ongoing training throughout the summer on an as-needed basis. The Summer Associate will be supervised on-site by the Business Manager and will have the choice of a mentor from one member of the team. The Supervisor will work closely with the Summer Associate on a daily basis to ensure that project responsibilities are clear, reasonable and remain interesting for the Summer Associate. The Summer Associate will gain skills, work experience and abilities required to successfully transition into the labour market. The Summer Associate will have opportunities to attend networking events and shadow team members doing work that is of interest to them. The Summer Associate will be incorporated into regular team meetings, discussions and social activities; regular opportunities will exist to work with others and collaborate as a team. At the end of the project, the Supervisor will conduct a formal performance evaluation with the Summer Associate and will provide him/her with a written assessment.

The NCD Team includes mentors that have decades of experience in affordable housing development, private and public real estate development, urban planning, development finance, public policy and deal structuring. The Mentor and the Supervisor will have weekly one-on-one meetings with the Summer Associate to check in on progress, receive feedback and adjust the roles and responsibilities to ensure they are focused on the Summer Associate's career-development goals. The Mentor will ensure that the Summer Associate is learning and progressing in their career and developing applicable real-world skills like problem-solving, decision-making and time and project management. Mentorship will focus on marketable skills for the labour market such as teamwork, leadership, effective communication, digital skills and other skills that are specific to the industry. The Mentor and other team members will be available at all times during the duration of the summer job to provide career advice, shadowing, coffee chats and networking assistance.

Health, Safety & Inclusivity

During the initial orientation, the Summer Associate will meet the office space manager and will be briefed on all procedures including emergency protocols and guidelines for promoting a safe, inclusive and healthy co-working space and facilities. The Summer Associate will have a strong network of support in the office space for the duration of his/her time with the company, including both the New Commons Development team and the other members of the shared co-working space where New Commons Development is based. The Summer Associate will participate in regular emergency drills together with the rest of the team and office colleagues. The Summer Associate will have access to and be briefed on the company's policies that prohibit discrimination and harassment as well as procedures for if an incident occurs. The Summer Associate will learn about the company's guiding principles and will experience how each member of the team lives and embodies those principles to create a supportive, collaborative environment that promotes learning and innovation.

Field of Studies

There are many fields of academic studies that might apply to a Summer Associate seeking to work with New Commons Development, including:

- Economics
- Finance
- Accounting
- Social Enterprise & Entrepreneurship
- Social Impact
- Political Science
- Urban Planning
- Communications
- Marketing
- Sociology

How to Apply

As with all of its hires, NCD will seek to hire a Summer Associate who can further diversify its own team. This position will be compensated at \$20CAD per hour for a regular work week of 30-40 hours for a period of between 6 and 16 consecutive weeks. Specific start and end dates are flexible. Students must be eligible as per the Canada Summer Jobs eligibility requirements.

If this job description sounds like a good match with your skills and experience, please send your cover letter and resume to cpellegrini@newcommons.ca with the subject line "NCD Summer Associate Application – [Toronto or Vancouver]." Please indicate your preferred start and end dates in your application. **The deadline to apply is March 15, 2019.**