Project Management Specialist

United Way Perth-Huron
Stratford, On
Permanent - Full-time (37.5 hours/week)
Salary range: 48,000 – 52,000

About Us

At United Way Perth-Huron, we work to improve lives and build community by bringing people together and mobilizing collective action. We are committed to diversity, equity, and inclusion, and we strive to create a workplace where everyone feels valued and supported.

About the Opportunity

Are you looking for a chance to build a career in housing development and project management while making a meaningful difference in your community?

United Housing, a subsidiary of United Way Perth-Huron, is seeking an enthusiastic and organized **Project Management Specialist** to support the planning and development of affordable housing projects across Perth and Huron Counties.

This is an exceptional growth and development opportunity. The successful candidate will work directly alongside an experienced housing development professional who brings years of project management expertise and deep organizational knowledge. Through hands-on involvement in active projects, mentorship, and increasing responsibility, you will gain exposure to all aspects of affordable housing development, from early concept and planning through construction and project completion.

We're looking for someone with strong potential, excellent organizational skills, and a desire to learn. **While previous project management experience is valuable, we are equally interested in candidates who are eager to develop their skills and grow within a mission-driven organization.**

What You'll Do

You'll help support United Housing's growing development portfolio by:

- Assisting with the planning, coordination, and implementation of affordable housing development projects
- Organizing meetings, preparing agendas, recording minutes, and maintaining project documentation
- Coordinating project schedules, timelines, deliverables, and follow-up activities
- Supporting municipal planning and approval processes
- Assisting with grant applications, reporting requirements, funding submissions, and project documentation
- Coordinating communication with consultants, architects, engineers, contractors, municipal staff, and community partners
- Supporting project budgeting, invoicing, and record keeping
- Conducting research and gathering information to support new development opportunities
- Helping identify and resolve project issues to keep initiatives moving forward
- Assisting with property and development-related administrative activities as required

This role will provide exposure to affordable housing development, community partnerships, development approvals, construction projects, grant-funded initiatives, and organizational operations. The successful candidate will gradually take on increasing responsibility as they build knowledge and experience. The existing Project Manager role includes

responsibilities related to development projects, acquisitions, coordinating professional services, municipal approvals, budgeting support, and project coordination

Who You Are

You're someone who enjoys bringing order to complexity, coordinating moving pieces, and helping projects move from ideas to reality.

You are naturally curious, highly organized, and eager to learn. You enjoy working with people, solving problems, and taking initiative while also recognizing when to seek guidance from more experienced colleagues.

You bring:

- A diploma or degree in project management, construction management, engineering, architecture, urban planning, business, community development, or a related field
- Some experience coordinating projects, programs, initiatives, events, or administrative functions
- Strong organizational and time management skills
- Strong attention to detail and follow-through
- Proficiency with Microsoft 365 applications including Word, Excel, Outlook, Teams, and PowerPoint
- The ability to manage multiple priorities and adapt to changing circumstances
- A collaborative and relationship-oriented approach

Additional Assets include:

- Experience in construction, housing, development, property management, municipal planning, or the non-profit sector
- Exposure to project management principles and methodologies
- Experience working with community organizations, municipalities, consultants, or contractors
- Knowledge of affordable housing development or community development initiatives

Why Join Us

- Be part of meaningful work that increases access to housing in our communities
- Learn directly from an experienced housing development professional
- Gain hands-on exposure to all stages of housing development projects
- Build valuable project management experience in a growing and evolving organization
- Work alongside a passionate and supportive team
- Contribute to projects that create lasting community impact
- Join an organization committed to learning, inclusion, and continuous improvement

Application Details

Please submit your cover letter and resume by **November 15, 2026**

Email: phillis@perthhuron.unitedway.ca

Mail:

Attention: Pam Hillis, HR Lead
United Way Perth-Huron
32 Erie Street
Stratford, ON N5A 2M4

No AI is currently used in our recruitment process

If you require accommodation at any stage of the hiring process, please let us know.

United Way Perth-Huron recognizes that the diversity among residents of Perth and Huron counties adds richness and benefits that strengthen our community. We're committed to providing a healthy, safe and inclusive place where respect and diversity are recognized assets. We welcome application from women, visible minorities, Indigenous People, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.