



Position Title: Community Development Assistant – Summer Student (May 25, 2026 to August 28, 2026)

Job Posting Number: 08-2026

Posting Date: March 12, 2026

Posting Closing Date: March 25, 2026

Number of Vacancies: 3 (subject to funding approval)

Organizational Overview

Peterborough Housing Corporation (PHC) is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families, providing homes to over 4000 residents in our community. Our portfolio is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

Position Summary

This position works under the immediate supervision of the Resident Services Officer. The Community Development Assistant performs entry level tenant engagement by developing social and human service programming for communities, and administrative support as required to the Resident Services Department.

Main Responsibilities

- Development of community programs, including research on best practices
- Promotion of community-based programs, including content writing, development of promotional materials and social media.
- Implementation of community-based programs, including attending events
- Evaluation of community-based programs, including administering surveys, compiling data, and analyzing results.
- Organizing, attending, and supervising on-site programs for children, youth, and adult community members.
- Organizing, attending, and supervising onsite programs that remove barriers for community members.
- Participate in additional programs and tasks related to the work of Peterborough Housing Corporation.

- Assisting with projects within the Resident Services Department.

Required Qualifications

- Some Post-Secondary (College or University) education in an area of study related to the position.
- Previous experience (volunteer or employment) in developing and delivering programs for youth and/or adults.
- Some knowledge of basic concepts and practices of Community Development and resident engagement.
- Methods of research and preparation of reports as a basis for recommendations
- Abilities and skills to work with neighborhood organizations and to perform some statistical analysis.
- Ability to work independently and within a team.
- Ability to work efficiently on assigned tasks independently.
- Ability to collaborate as a team member.
- Understanding and interest in poverty issues, domestic violence issues, and a commitment to social justice.
- Strong problem solving and organizational skills.
- Strong written and oral communication skills.
- Strong knowledge and ability to use communication programs/platforms to engage tenants.
- Possess a valid driver's license and access to a reliable vehicle.
- Satisfactory Police Checking including Vulnerable Sector Screening.

This position is subject to grant funding approval through Canada Summer Jobs with the following requirements:
<ul style="list-style-type: none">▪ You must be between 15 and 30 years of age (inclusive) at the start of employment▪ You must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*▪ You must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations▪ International students are not eligible participants

Application Information

Classification:	Non-Union	Competition Number:	08-2026
Salary:	\$18.10 per hour		
Employment Status:	Temporary Full-time - 35 hours per week Monday to Friday 8:30 am to 4:30 pm		
Location:	PHC Administration Office, 526 McDonnell Street, Peterborough		

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **08-2026** on the file as well as in the subject line, no later than **4:00 p.m.** on **Wednesday, March 25, 2026**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.