



Position Title	Technical Assistance Manager
Reports to	Network Director, CNCLT
Compensation	\$33/hour (37.5 hours/week) Comprehensive benefits package inc. health, dental, RRSP matching 2 weeks vacation + paid winter holiday (December 21–31)
Role Type	Full-time 12-month, contract staff
Work Location	Remote (anywhere in Canada), with travel
Deadline to apply	Sunday, March 1 at 12:00 PM (ET).
Anticipate start date	April 8, 2026

About the Canadian Network of Community Land Trusts

The Canadian Network of Community Land Trusts (CNCLT) is a member-based national network with the purpose of supporting the growth of community land trusts (CLTs) across Canada. CLTs are community-led, non-profit organizations which acquire and hold real estate in the interest of their local community, typically with a focus on affordable housing, and may also steward land for other purposes including agriculture, community services, and arts and culture. They seek to reposition land and housing from a commodity to a public good.

Purpose

The *Technical Assistance Manager* plays a key role in delivering CNCLT’s Technical Assistance Program—an innovative program designed to support the growth and sustainability of CLTs across Canada. The program has three focuses: providing direct support to our members, creating educational materials, and supporting peer learning. There is also a cohort-based capacity-building program designed to accelerate CLTs led by BIPOC (Black, Indigenous, People of Colour) communities.

This dynamic position requires technical expertise in real estate development, property management, and/or organizational development/governance, paired with strong research, communications, and collaboration skills. The Manager should be knowledgeable about structural barriers that can hinder the development of BIPOC-led CLTs, and be committed to supporting their growth and success.

This is a full-time, fixed-term (12-month, possibility of extension) opportunity reporting directly to the Network Director. **Please note**, we anticipate hiring two managers. You need not be an expert in both real estate development and community government to apply; though a combination would be helpful!

Responsibilities

Tech Support (40%)

- Provide members with guidance on CLT operations, governance, and development.
- Support real estate and affordable housing projects, including feasibility studies, pre-development planning, acquisition planning, financing, partnership development, leases, and agreements.
- Respond to requests for information from CLTs, government, and other stakeholders.
- Prepare scopes of work, project proposals, evaluations, and maintain accurate records.

Educational Resources (45%)

- Conduct research on innovative governance, stewardship, and growth strategies used by CLTs nationwide.
- Create educational resources such as briefs, reports, webinars, and discussion guides.
- Identify and coordinate external collaborators (experts, consultants, academics).
- Translate complex information into plain-language materials with accessible visuals.
- Support peer learning opportunities, including discussion groups, by liaising with discussion chairs and providing logistical support

Funding & Resource Development (15%)

- Support identification and development of funding proposals for the Technical Assistance Program
- Contribute to maintaining a strong client base and supporting corporate sponsorship solicitation.

Travel & Time Commitment

- Up to 4 days for CNCLT's annual conference (September 28–October 1)
- Occasional evening or weeknight meetings or events may be required to support members, committees, or advocacy efforts.

Other duties as they arise

Qualifications

The ideal candidate will possess the following:

- Post-secondary education in a relevant field such as urban planning, community development, real estate development, or related field. This can be substituted for relevant professional and lived experience.
- 3+ years of experience providing technical support, education, or consulting to non-profits, and/or supporting real estate/affordable housing projects.
- Strong understanding and experience with at least two of four focus areas:
 - Affordable housing funding programs and policies
 - Real estate development, acquisition, or feasibility planning
 - Non-profit organizational development, governance, or operations
 - Community land trusts and community-owned real estate
- Strong project management: juggling multiple projects, meeting deadlines, and keeping organized records.
- Ability to conduct original primary and secondary research and synthesize findings into plain-language educational materials, briefs, reports, webinars, or discussion guides
- Excellent verbal and written communication skills, with experience hosting workshops, facilitating group discussions, or advising stakeholders
- Ability to work independently in a remote environment while maintaining strong collaboration with colleagues and members. CNCLT does not have a physical office.
- Fluency in spoken and written English.
- Ability to travel within Canada, including up to 4 days in Fall 2026.
- Alignment with CNCLT's mission, vision, and values

Stand out candidates will possess one or more of the following:

- Practical experience working with community land trusts or similar community-led housing or community ownership initiatives.
- Experience providing consulting or technical assistance services, tracking work using a CRM system or equivalent.
- Experience supporting equity-deserving communities
- Experience in grant writing and funding proposal development.
- Fluency in spoken and written French.

Submitting an Application

Please send a CV and cover letter to info@communityland.ca by Sunday, March 1 at 12:00 PM (ET). Please submit 1-3 work samples demonstrating your ability to fulfill the responsibilities of the role (e.g. development pro forma, educational guidebooks, workshop materials).

We thank all applicants for their submissions. Please note that only those shortlisted for interviews will be contacted.

Accessibility

CNCLT is committed to developing an organization that reflects the communities we serve. We actively encourage applications from equity-deserving communities.

We offer reasonable accommodation in our recruitment process and seek applicants' advice on how best to accommodate their needs. If you require accommodation during the hiring process, please contact info@communityland.ca