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Toronto Community Housing Internships 2025 New Job Application

Description

Toronto Community Housing (TCH) is the largest social housing provider in Canada, dedicated to providing affordable housing and fostering vibrant, inclusive communities. With a commitment to social equity, we serve more than 110,000 tenants in over 60,000 households, making a tangible impact on the lives of residents across Toronto. Our mission is to ensure that everyone has a safe and decent place to call home, while promoting tenant engagement, sustainability, and community development.

Toronto Community Housing is seeking motivated and passionate interns to join our dynamic team. As an intern, you will have the opportunity to gain hands-on experience in a range of areas, including community engagement, property management, tenant services, and corporate functions. This internship is designed to provide you with valuable insights into the operations of a large social housing provider and to develop your professional skills in a supportive environment.

Responsibilities

- **Community Engagement:**
 - Assist in planning and executing community events and programs.
 - Conduct outreach to tenants to promote engagement and participation.
 - Support the development and distribution of community newsletters and communications.
- **Property Management:**
 - Help with the coordination of maintenance and repair projects.
 - Assist in conducting property inspections and assessments.
 - Support the management of tenant work orders and service requests.
- **Tenant Services:**
 - Provide assistance with tenant inquiries and concerns.
 - Support the delivery of tenant support programs and services.
 - Help in the preparation and dissemination of tenant information and resources.
- **Corporate Functions:**
 - Assist in various administrative tasks, including data entry and document management.
 - Support special projects and initiatives within departments such as HR, finance, and IT.
 - Participate in meetings and provide input on departmental strategies and plans.

Qualifications

- Currently enrolled in or recently graduated from a post-secondary program in a relevant field (e.g., social work, urban planning, public administration, business administration, communications).

Hiring organization

Toronto Community Housing

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Toronto, Ontario, Canada, M4C,
Toronto, Ontario, Canada

Working Hours

09

Date posted

June 21, 2024

Valid through

21.06.2028

- Strong interest in social housing, community development, and public service.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational skills and attention to detail.
- Previous volunteer or work experience in a related field is an asset.

Job Benefits

- Hands-on experience and exposure to various aspects of social housing and community development.
- Opportunity to work in a diverse and inclusive environment.
- Mentorship and guidance from experienced professionals.
- Networking opportunities with industry experts and community leaders.
- A supportive and collaborative workplace culture.
- Potential for future career opportunities within Toronto Community Housing.

Contacts

Interested candidates are invited to submit their resume and cover letter. Please include "Toronto Community Housing Internship Application" in the subject line. Applications will be reviewed on a rolling basis until all positions are filled.