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## **NOTICE OF PERMANENT POSITION: MANAGER, EVENTS, EDUCATION AND MEMBERSHIP**

The Co-operative Housing Federation of Canada is recruiting for a full time (35 hours per week), indefinite position of Manager, Events, Education and Membership starting by mid May 2026. This position will be based at our Ottawa office and will follow a hybrid work model (1-2 days/week in the office, with additional days as needed). Other locations may be considered.

The mission of the Co-operative Housing Federation of Canada (CHF Canada) is to inspire, represent and serve our members in a united co-operative housing movement. There is significant unmet demand for affordable and co-operative housing, and we want more people to experience the security, vibrancy and resiliency of co-operative living. We work with federal, provincial/territorial and municipal governments to support existing co-ops, and to develop more co-op housing, so we can continue to lead the way in creating inclusive, accessible, diverse and sustainable communities. Our movement is resourceful, passionate, and dedicated to a future with more co-operative housing.

The Manager is responsible for events management and supports the management of membership engagement and development and education programs on a national and regional basis.

Key responsibilities include the planning and management of the Annual Meeting of CHF Canada members, with planning and management support of other events such as member engagement events, online exchange forums, and regional education events. The Manager reports to the Director, Member Services with a functional reporting relationship to the Director, Public Affairs on responsibilities related to the Annual Meeting.

The event planning and management activities include leading the team and timelines for event planning, site selection, contract negotiations, budgeting, catering co-ordination, entertainment, accommodations, and registration.

In collaboration with the Director, Member Services, the Manager provides strategic planning and program development to the education program, and management of education budget and staff.

The Manager works with the Director, Member Services and Program Manager, Membership & Events to develop membership strategies for growth, retention, young members and member engagement, and manages implementation of strategies and associated work.

Employee benefits include employer paid premiums for Group Benefits (health, dental, life insurance, AD&D), pension, an annual wellness benefit and a one-time hybrid allowance payment.

## What we're looking for:

- A university degree in a related field (Business, Social Sciences) or an equivalent combination of related post-secondary education and extensive relevant experience may be considered.
- More than 5 years of experience planning and managing large scale events required (for example, 400+ participants or on a national/ regional scale).
- Experience working in a non-profit environment
- Experience developing and administering a project plan and successfully managing projects through to completion is required. Project management certifications an asset.
- Experience working with vendors and negotiating contracts is required.
- Outstanding written and verbal communication skills with the ability to synthesize information for presentation and approval.
- Excellent time management, project management and organizational skills.
- Ability to work positively and effectively with a wide range of individuals, teams, organizations and stakeholders.
- Strong analytical and financial skills with the ability to develop and administer a project budget.
- Ability to work independently and collaboratively as a key leader and as part of a team.
- Strong computer skills with the ability to leverage software for project planning, event management and registration.
- Experience in a membership-based organization is an asset.
- Experience in overseeing or developing educational strategies and programs is an asset.
- Experience in obtaining sponsorships for events or programs is an asset.
- Bilingual fluency (English and French) is preferred.

**CHF Canada is committed to building and retaining a diverse, equitable, and inclusive working environment. In selecting candidates for this position, additional weight may be given to recognize diverse backgrounds and experiences, especially from underrepresented groups among CHF Canada's current staff. CHF invites candidates to self-identify relevant experiences or background information that supports this organizational objective.**

**We value human connection. Human beings—not algorithms—will review your resume and experience. We may use generative AI tools to assist in the creation of recruitment materials to improve administrative efficiency.**

## How to Apply:





Please submit your resume and cover letter in one **PDF** file to [talent@chfcanda.coop](mailto:talent@chfcanda.coop) with the subject line: CHF Canada – Manager, Events, Education and Membership. Please ensure that your French language skills are clearly identified in the resume and cover letter.

**Salary:** \$108,158/ year to start (salary progression over 8 years \$108,158-\$133,014/year)

**Application Deadline:** 5:00 p.m. EDT, April 9, 2026

*Co-operative Housing Federation (CHF) of Canada thanks all applicants, however, only those selected for an interview will be contacted. CHF is a respectful, caring, and inclusive workplace. CHF Canada is an equal opportunity employer and committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.*

*CHF Canada is proud to have been recognized for the sixth year in a row as one of the [National Capital Region Top Employers](#)*

<https://reviews.canadastop100.com/top-employer-co-operative-housing-federation-of-canada>

