



**Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens**

225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Job Description

Communications & Media Relations Specialist

About the Organization

The Canadian Housing Acquisition Fund (CHAF) is an independent, non-profit organization advancing affordable housing through investments, partnerships, and innovative approaches to community ownership.

Founded by leaders from the community housing sector and supported by expertise in finance, investment, and governance, CHAF works to strengthen the non-market housing sector and expand affordable housing opportunities across Canada.

Location	Within Canada. Remote work with possibility of hybrid work arrangement depending on the candidate's location. Occasional national travel.
Language	Bilingual – French and English required
Reports to	Chief Operating Officer
Employment type	Permanent, full-time
Compensation	\$70,000–\$90,000 per year, commensurate with experience and qualifications, plus benefits package.

About the Role

The Communications & Media Relations Specialist supports the development and delivery of CHAF's bilingual communications and media-relations activities. The role helps ensure that CHAF's work, initiatives, partnerships, and impact are communicated clearly and consistently across external and internal channels.

Working closely with the growing communications team, the Specialist supports content development, media relations, events, announcements, and the preparation of communications materials for CHAF leadership and external audiences.



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The successful candidate will be a strong bilingual writer and editor who can translate complex housing, investment, and organizational information into clear and accessible content. The role requires strong organization, attention to detail, responsiveness, and the ability to manage multiple communications activities and deadlines in a growing national organization.

Key Responsibilities

Communications Coordination

- Support the implementation of CHAF's communications plans and priorities.
- Coordinate communications materials and activities for announcements, events, initiatives, partnerships, and organizational milestones.
- Develop and maintain communications calendars, timelines, contact lists, and other planning tools.
- Track the impact and effectiveness of communications activities and support reporting on results and engagement.

Media Relations Support

- Support the Director of Communications & Engagement in responding to media inquiries and coordinating media opportunities.
- Maintain and update media contact lists and relationships.
- Assist with media monitoring and track coverage of CHAF and relevant housing-sector issues.
- Prepare media briefing materials, background information, key messages, Q&As, and interview materials.
- Coordinate logistics for media interviews, press conferences, announcements, and other media activities, including drafting materials
- Monitor external trends, media coverage and stakeholder sentiment, and maintain organized records of relevant coverage.
- Advance proactive and reactive media relations

Content Development & Editing

- Draft, edit, and coordinate bilingual communications materials, including news releases, website content, newsletters, organizational updates, briefing materials, and presentations.
- Articulate complex housing, investment, and policy information for different audiences and adapt to various communications channels.



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- Support the development of stories and content that communicate CHAF's work and impact.
- Review English and French materials for accuracy, clarity, consistency, tone, and terminology.
- Coordinate translations and revisions where external translation support is required.

Digital & Social Communications

- Support website content updates and routine communications-related maintenance.

Events & Stakeholder Communications

- Support communications planning and logistics for CHAF events, conferences, announcements, and stakeholder engagements.
- Prepare invitations, event materials, speaking materials, signage, and other communications resources.
- Coordinate with partners and external suppliers on communications-related deliverables.
- Support post-event communications, including follow-up content and media monitoring.

Required Qualifications

- Diploma or bachelor's degree in communications, journalism, public relations, marketing, English, French, or a related field.
- **Two to four years** of relevant experience in communications, public relations, journalism, media relations, or a related field.
- Professional fluency in both English and French, with strong written and verbal communication skills in both languages.
- Strong writing, editing, proofreading, and content-development skills across a wide range of channels
- Experience supporting media relations or working with journalists and media contacts.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks, deadlines, and communications activities simultaneously.
- Ability to communicate complex information clearly and appropriately for different audiences.



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- Strong interpersonal and relationship-building skills.
- Sound judgment, discretion, and professionalism when handling confidential or sensitive information.
- Strong proficiency with Microsoft 365 and industry-standard communications and media monitoring tools (e.g. Mailchimp, Hootsuite, Meltwater, and/or similar platforms).

What the Organization Offers

- Competitive compensation and benefits.
- Annual performance-based bonus structure.
- A collaborative and entrepreneurial team environment.
- The opportunity to help shape communications for a growing national organization.
- An opportunity to contribute to a growing national organization advancing affordable housing across Canada.
- A hands-on bilingual communications role with exposure to housing, investment, government, and community-sector issues.
- Opportunities to work with leaders and partners across the housing sector.

To Apply

To apply, please submit a single file containing your letter of intent and resume to careers@acquisitionfund.ca. Applications will be reviewed on a rolling basis.

Applicants are encouraged to visit [CHAF's website](#) to learn more about the organization, its mandate, and its work. Candidates are also encouraged to familiarize themselves with the role of the [Canada Rental Protection Fund](#) and the broader housing context in which CHAF operates.

CHAF is committed to fostering an inclusive workplace and encourages applications from individuals of all backgrounds and lived experiences, including Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, and others who contribute to the diversity of our organization.