Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens
225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Job Description

Digital Communications and Design 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 Digital Communications and Design Specialist supports the development and delivery of CHAF's bilingual digital communications, social media, and graphic design activities. The role helps ensure that CHAF's brand, priorities, initiatives, and impact are communicated clearly and consistently across digital and print channels.

Working closely with the growing communications team, the Specialist develops engaging content and visual assets, manages select social media channels, supports website and newsletter updates, and coordinates the production of communications materials. The role also contributes to editorial planning, digital performance monitoring, and the ongoing development of CHAF's communications resources and brand.

The successful candidate will combine strong storytelling skills with graphic design expertise and digital communications experience. The role requires creativity, strong organization, attention to detail, and the ability to manage multiple projects and deadlines in a growing national organization.

Key Responsibilities

Communications Planning and Coordination

- Gather information from internal teams and develop communications content, products, and plans that support CHAF's priorities.
- Contribute creative concepts and visual direction for communications materials, campaigns, graphics, and infographics.
- Research and monitor emerging trends and initiatives to inform communications planning and campaign development.

Digital and Social Communications

- Manage select social media channels from concept and content development through publishing, monitoring, and performance reporting.
- Maintain editorial calendars and coordinate content workflows across social media platforms, ensuring alignment with organizational priorities.
- Support the development, scheduling, and maintenance of content for CHAF's website, newsletters, and other digital platforms.
- Monitor CHAF's digital presence and track communications activity to support performance reporting and continuous improvement.

Graphic Design and Brand Management

- Design engaging, high-quality visual assets for digital and print communications, including graphics, infographics, presentations, and promotional materials.
- Ensure consistency with CHAF's brand identity, messaging, and accessibility standards across all communications products.
- Develop and maintain communications templates, presentations, biographies, organizational descriptions, key messages, and other core resources.
- Coordinate the production and distribution of communications materials for events and external engagements.
- Maintain organized communications files, design assets, and approved messaging resources.

Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens
225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Required Qualifications

- Diploma or bachelor's degree in communications, graphic design, marketing, English, French, or a related field.
- Two to four years of relevant experience in digital communications, social media management, graphic design, marketing, or a related field.
- Professional fluency in English and French, with strong written and verbal communication skills in both languages.
- Demonstrated experience developing digital and social media content, with strong graphic design skills for both print and digital formats.
- Strong writing, editing, proofreading, and content-development skills, including the ability to communicate complex information clearly for diverse audiences.
- Proficiency with Microsoft 365 and industry-standard design and digital communications tools, such as Adobe Creative Cloud (InDesign, Illustrator, and Photoshop), Mailchimp, Hootsuite, or similar platforms.
- Strong organizational skills, attention to detail, and the ability to manage competing priorities, multiple projects, and deadlines.
- Strong interpersonal and relationship-building skills, sound judgment, discretion, and professionalism when handling confidential or sensitive information.

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.

Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens
225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

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.