

Job Posting

Association of Municipalities of Ontario

PROGRAM ADVISOR

Infrastructure Asset Management

The Association of Municipalities of Ontario (AMO) is a non-partisan, non-profit, membership organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal governments in Ontario and promotes the value of municipal governments as a vital and essential component of Ontario and Canada's political system.

Overview:

As a Program Advisor, you are a part of AMO's team responsible for the administration of the Canada Community-Building Fund (CCBF) – a team that excels in providing services and administering infrastructure funds to municipalities. You are passionate about supporting local governments and helping them foster a culture of asset management planning and address current challenges around issues like housing and affordability. You are organized and have excellent research, communication, and project management skills.

Responsibilities:

You will support the assessment of municipal capacity in asset management and manage projects that support the development and implementation of asset management plans and housing needs assessments by Ontario municipalities. You will educate and engage program partners in the adoption of the best practices in infrastructure asset management planning and provide input into the design and delivery of capacity building initiatives. You will perform research and analysis that support the development of infrastructure policies, strategies and programs related to the municipal sector. Your work will involve performing data analysis, preparing reports and developing communication products.

Qualification:

Among the strengths you bring is a post-secondary education in a relevant discipline (or equivalent combination of education and experience), a minimum of three (3) years of related experience, proven skills in research, solid administration and coordination experience, and the ability to work independently and build effective working relationships. Knowledge of infrastructure management, planning, infrastructure funding programs, and municipal finance is an asset. Strong written and verbal communication skills and effective organizational skills to ensure the timely completion of projects are required.

Position type/salary:

Temporary full time (18-months) maternity leave coverage.

Reporting place of employment is our Toronto office. AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy.

Salary range: \$97,135 to \$113,635 + benefits

Application deadline: 4:00 pm March 27, 2026.

Email to careers@amo.on.ca referencing CCBFPA206.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity.