

Job Posting

Type: Internal / External Posting
Position: **Program Manager, Modular Housing, Kaslo Site in Collingwood**
Hours: Monday- Friday, 8:30am - 5:00pm
Salary: \$55,000 - \$60,000, depending on experience
Deadline Noon on Wednesday, January 31st, 2018

An excellent opportunity exists for a Program Manager with Atira Property Management Inc. (APMI)'s supportive housing portfolio. APMI offers quality property management services for non-profit housing, housing cooperatives, strata corporations, developers and rental properties in the Greater Vancouver area. As one of the first mission-driven companies of its kind in Canada, APMI is a social-purpose business that grew out of Atira Women's Resource Society (AWRS).

Qualifications:

A degree, diploma or certificate in a relevant discipline combined with a minimum of three years' experience managing a supportive housing program, or the equivalent combination of education and skill-based training combined with a minimum of five years' experience managing a supportive housing program. Significant consideration will be given to applicants who live in and or are familiar with Collingwood and the surrounding areas.

Primary Accountabilities:

- Orienting, training, scheduling, supervising and supporting front desk and building services workers
- Dealing effectively with tenant concerns/problems as they relate to property management
- Ensuring the cleanliness, safety and security of the premises
- Developing appropriate maintenance and repair schedules
- Maintaining the necessary tenant records
- Collecting and submitting rent and other monies and keeping an up-to-date rent roll
- Working with the property manager in managing all interactions with the Residential Tenancy Board
- Other duties as may be assigned by the property manager.

With respect to tenant support services, you are required to ensure you are in regular open, direct and honest communication with Atira's program partner(s) at your location, ensuring their support workers are aware of tenant support concerns that come to your attention and providing them with the information they require to follow up. You are required to be on call to deal with staff scheduling issues and to respond to emergencies such as fire, flood and breach of building security. There will be times when you are required to attend at your building after hours.

Skills & Abilities:

- Ability to be non-judgmental in trying situations
- Ability to be flexible; responding to multiple unique situations
- Ability to work collaboratively
- Ability to give & receive constructive criticism
- Ability to learn from experiences
- Ability to work under pressure and manage stress and crisis is required

Additional Information & Requirements:

- APMI is committed to hiring from the local community.
- A valid First Aid certificate is required prior to commencing work.
- Awarding of all positions is subject to clearing a mandatory criminal records review.
- This position requires you to work with people who are marginalized by their experiences of poverty, struggles with substance use and/or mental and spiritual wellness and who face multiple and intersecting oppressions and who may, as a result, engage in difficult behaviours;
- Being familiar with APMI and AWRS will go a long way in the interview process. We encourage you to go to and read both websites before an interview – www.atira.ca and www.atira.bc.ca

Application Process

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above-noted qualifications, must be received email at jobs@atira.ca <mailto:jobs@atira.bc.ca> or by fax at 604.439.8804. Only short listed applicants will be contacted. Please go to <http://www.atira.ca/careers> for an updated list of current postings.