

Citaapi Mahtii Housing Society

Job Opening

Property Manager

Port Alberni, British Columbia

Permanent Full Time Position starting July 1st, 2024

Citaapi Mahtii Housing Society has a 35-unit family housing project under construction in Port Alberni. The building includes 4, 3, 2, 1 bedroom and studio units with outdoor and indoor amenity areas. The project includes a cultural centre and an office for community interaction and outreach.

The Society will be working from a temporary location neighbouring the project site in an Information and Welcome Centre for one year sharing and introducing the new project to interested Indigenous people in Port Alberni looking for a home.

Our project will require a vibrant and energetic individual who is willing to be mentored, educated and learning the skills to manage our project, who is respectful of all nations understanding Ahousaht ways, its cultural and history. The Applicant must be willing to work in a team setting with the Citaapi Mahtii Housing Society development group and the Port Alberni Community to strive for a welcoming environment for new tenants with families, seniors and single people.

- The Applicant must have a minimum grade 12 education, mature and have skills in Microsoft Office, Word and Excel. Post Education in Property Management or Business will be helpful and important in evaluating applicants. Familiarity with BC Housing Tenancy Guidelines for Community Housing Funds and the Tenancy Act are also helpful in fulfilling this position.
- Assets
 - Certificate or diplomas in property management, housing or related field.
 - Education or Experience in property management
 - 2-3 years experience, property management of 20 unit or more family housing residence
 - Negotiating and dispute resolution skills
 - Familiarity with resources and community information referring and assisting families
 - Leadership and Supervisory Skills, and Professional Behavior
 - Efficient file management and record keeping skills
 - Criminal Record Check prior to hiring (Cost by the Citaapi Mahtii Housing Society)
 - Drivers Licence
 - Willing to engage in courses and seminars for social housing and property management education and upgrading (costs by Citaapi Mahtii Housing Society)

Citaapi Mahtii Housing Society welcomes applications from all backgrounds and will hire employees of all cultures including Indigenous and non-Indigenous. Our preference will be

applicants if Indigenous ancestry (please self-identify) as per Section 41 of the BC Human rights Code.

Citaapi Mahtii Housing Society is an equal opportunity employer that is committed to an inclusive and barrier free recruitment and selection process.

- Please Apply with your resume and cover letter
- Closing Date: open until position filled.
- Only those selected for interviews will be contacted.
- Apply for this position
 - First Name _____
 - Last Name _____
 - Email Address _____
 - Phone _____
 - Address _____
 - City _____
 - Province _____
 - Postal Code _____
 - Cover Letter, please attach
 - Resume, please attach
 - Date Available _____
 - Desired Pay \$ _____

References

- Name, Company or Society

- Phone and email address _____
- Name, Company or Society

- Phone and email address _____
- Criminal Record Check

Thankyou

Please E-mail questions and responses to

Walter Hoogland at mailwalter@telus.net

Constructive Management