



HOUSING COORDINATOR
9 Month Paternity Leave - 40 Hours per week
Start Date: June 11, 2018

Our Story: Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

We are looking for an individual who wants to be part of an organization that addresses inequities in our city and who is passionate about social justice and community development in low income core neighbourhoods. As a Housing Coordinator you will work as part of a team to provide quality, affordable rental housing for low-income families.

Duties

Reporting to the Program Manager, the Housing Coordinator will:

- Coordinate interviews of applicants and recommend applicants for selection. This includes
 - determining applicants eligibility, and
 - completing a household budget with the applicant.
- Coordinate all aspects of property management i.e.: lease agreements, tenant move-ins & move-outs, monthly rental payments, Rentalsman hearings, evictions and building maintenance.
- Coordinate the property management of Station 20 West.
- Provide financial and other reports for submission to the Affordable Housing Program Manager.
- Provide support and services to tenants in an effort to eliminate barriers that prevent stable housing.
- Provide support to Condominium and Tenant Associations.
- Advise community organizations, applicants and other interested groups about housing programs, eligibility and selection criteria.

Knowledge, Education and Experience

- Understanding of community economic and/or co-operative development;
- Understanding of the issues faced by lower-income families, individuals and neighbourhoods;
- Understanding of issues and impacts related to affordable housing;
- Demonstrated experience working at the community level with community-based organizations;
- Knowledge of Microsoft Office and other relevant software
- Valid Class 5 Driver's License

Skills

- Strong written and oral communication skills.
- Experience with budget administration.
- Excellent computer skills; experience working with spreadsheets.
- Excellent problem solving skills - Ability to think conceptually, analyze, exercise sound judgment and make effective recommendations.
- Excellent ability to adapt to changing priorities & in adjusting work plans accordingly.
- Ability to work independently and as part of a team.
- Ability to work flexible hours (may include occasional evenings).

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. To apply, send your resume and cover letter by **Noon Thursday May 17, 2018 to:**

Quint Development Corporation
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