



HOUSING COORDINATOR

40 Hours per week /\$21.75 per hour

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).

The Housing Coordinator is responsible for handling day to day activities and specific tasks that are required for the implementation of the AHP program activities. The Housing Coordinator works under the direct supervision of and reports to the Affordable Housing Program Manager.

The responsibilities of the Housing Coordinator position shall be as follows but not limited to:

Community Development related duties:

- Provide support for participants in various housing initiatives to foster community building.

- Advise community organizations, applicants and other interested groups about housing programs, eligibility and selection criteria.
- Coordinate the Eviction Prevention Program
 - Maintain and improve tenant relations;
 - Assist in the planning of and attending regular tenant association meetings and special gatherings;
 - Provide an on-site programming element to foster in-building community;
 - Create partnerships with other community organizations that could aid tenants;
 - Maintain records and provide written reports as required.
- Conduct interviews of applicants and recommend applicants for selection. This includes:
 - determining applicants program eligibility,
 - completing a household budget with the applicant,
 - assessing credit history and
 - undertaking home visits.
- Attend monthly condo and/or tenant association meetings as required.
- Access resources related to education of program participants.

Technical Housing related duties:

- Maintain regular data entry on excel spreadsheets
- Monitor collection of monthly housing/rental payments.
- Provide all aspects of property management duties for rental housing and Station 20 West including on call emergency support.
- Assist in the development of proposals and implementation of various housing projects.
- Assist in organizing the purchase, financing and renovation of housing projects. This includes such activities as:
 - budget preparation and management,
 - property selection,
 - working with independent contractors and maintenance program coordinator, and
 - project scheduling.

Administrative duties:

- Monitor housing market information.
- Provide financial and other reports for submission to the Program Manager and/or Assistant Executive Director as required.
- Meet as required with caretakers, maintenance staff and/or the Program Manager.
- Other duties as required.

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 Friday December 4, 2020 to:**

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