



EVICTION PREVENTION COORDINATOR 40 Hours per week | \$22.40/hr

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 an Eviction Prevention 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 Eviction Prevention Coordinator will:

- Interviews housing applicants and recommend applicants for selection
- Communicate regularly and effectively with tenants, building caretakers, maintenance crew, and other housing staff to coordinate service and support
- Coordinate all aspects of property management i.e.: lease agreements, tenant move-ins & move-outs, monthly rental payments, Rentalsman hearings, evictions, and building checks and maintenance
- Support tenants to eliminate barriers that prevent stable housing.
- Advise community organizations, applicants and other interested groups about housing programs, eligibility, and selection criteria.
- Provide financial and other reports for submission to the Affordable Housing Program Manager.

Knowledge, Education and Experience

- 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 navigating community resources and the Saskatchewan Income Support programs
- Experience in non-profit property management would be an asset
- Knowledge of Microsoft Office and other relevant software
- Valid Class 5 Driver's License and access to a vehicle

Skills

- Strong written and oral communication skills.
- Excellent problem solving skills - Ability to 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.
- Excellent computer skills; experience working with spreadsheets.
- Ability to work flexible hours (may include occasional evenings and weekends).

Please note that the successful candidate is required to provide a criminal record check.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. **To apply, send your resume and a cover letter explaining why you would be a good fit by 4pm Monday September 18th, 2023 to Julia McCormick:**

julia@quintsaskatoon.ca