

November 23, 2017

Welcome and thank you for your interest in this role.

We are looking for a community minded individual who can add value to our low turnover units which comprise of one location with 15 subsidized seniors housing and the other being a 30-unit BC Housing location with mainly disabled people and seniors.

The team at Kits House, as we call ourselves, is professional, supportive and very community orientated. This could be a good growth role with you with good support although your self management in this role will be equally important.

Please complete the application form, along with your cover letter and resume. Your cover letter should tell us why you would be the right fit for the role. As noted in the documentation, you can find more about us on www.kitshouse.org and at www.anhbc.org.

Included in this package is the fuller job description, the advert that caught your attention, and a copy of the application form.

I look forward to hearing from you via christaw@kitshouse.org

Allen Smith
Executive Director

Community Building Facilities Manager

Where community, facilities, residential management and being in a senior role in the Westside's leading Neighbourhood House combines in a unique role.

Kitsilano Neighbourhood House

Our association started in Kitsilano in 1894. Since then we have been at the forefront of building our community through both meeting the needs of the community and helping to lead community. You will be joining a team of committed community professionals still enhancing and improving Vancouver's Westside. As part of meeting the need of the community, Kits House operates two residential buildings and offers well needed community rental space including the Westside's newest theatre.

Job Purpose

Working with a property management company, to collaborate with all stakeholders including residents/tenants, Kits House staff, renters and general contractors to ensure the efficient day to day operation and health and safety of Kits House buildings and its users. You will exercise preventive, corrective and predictive maintenance methods. This position also ensures that Kits House is maximizing its external rental program and overseeing all contracts for internal and external rentals.

Key Duties

To handle all aspects of tenant management in liaison with liaison with the Executive Director, including emergency response, and payments. Oversee employee and visitor safety, building maintenance, repair and upgrades, and comply with environmental, safety and health procedures relating to facility operations. To communicate all building/health and safety issues to the appropriate people, and to co-chair the Health and Safety Committee.

Policy development and implementation is also vital to this role. Monitoring expenditures and looking for cost efficiencies is important. Maintaining all systems in conjunction with our property management company. Being a handy person would be grate but not

essential for the role. A valid BC driver license and criminal record check clearance are mandatory. A sense of humour will be useful.

Qualifications

Building management and knowledge of Residential Tenancy Act or equivalent working experience and related skills is essential. Along with a minimum of 2 years experience in a building management role, preferably in a not for profit environment, experience working with seniors and people with disabilities and BC Housing Registry and WHMIS training will be highly useful. Your proficiency with Office 365 and using building systems will be better than average. You should also be familiar with BC Housing, Human Rights Code and the Residential Tenancy Act.

This role is diverse, so good self management is key to mastering this role. Supervisory skills are an asset with supervising external contractors. You will need to be able weekends and evenings as required, especially for events where needed. Overseeing volunteers is also a key element of this role, especially in maintaining our buildings.

Your ability to work co-operatively in a non-profit, volunteer based organization will be complemented by your excellent communication skills (one-on-one and in groups) and inter-cultural communication and conflict resolution skills.

Physical Requirements

The candidate should be in good physical health to meet the demands of the position. Some lifting and moving of supplies, setting up tables and chairs.

Employment information

This is a full-time 35 hours per week position. The employment package includes a starting rate of \$49,000 - \$52,000 per annum depending on experience. Please indicate in your cover letter how your skills are a match with our organizational values and the job tasks. You need to fill in the application form, which is part of the job package at <http://www.kitshouse.org/get-involved/job-postings/>.

Please forward all applications to christaw@kitshouse.org before December 4th.

ANHBC DIVERSITY AND INCLUSION BLURB FOR JOB POSTINGS

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from

all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about Kitsilano Neighbourhood House visit www.kitshouse.org and ANHBC, visit www.anhbc.org. We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Centre

Community Building Facilities Manager

Where community, facilities, residential management and being in a senior role in the Westside's leading Neighbourhood House combines in a unique role.

Job Purpose

Working with a property management company, to collaborate with all stakeholders including residents/tenants, Kits House staff, renters and general contractors to ensure the efficient day to day operation and health and safety of Kits House buildings and its users. You will exercise preventive, corrective and predictive maintenance methods. This position also ensures that Kits House is maximizing its external rental program and overseeing all contracts for internal and external rentals.

Duties and Responsibilities

- To handle all aspects of tenant management in liaison with the Executive Director, including emergency response, and payments
- Oversee employee and visitor safety, building maintenance, repair and upgrades, and comply with environmental, safety and health procedures relating to facility operations
- Communicate all building/health and safety issues to the appropriate people
- To co-chair the Health and Safety Committee
- Help develop and implement building policies
- Monitor expenditure and to use best practices to improve efficiency by reducing operating costs while increasing productivity
- Maintain security systems and the issuing of all keys (including electronic)
- Liaise with Property Manager on all relevant building and tenant related matters and consult with the property manager in the overall management of the buildings
- Monitor expenditures and provide oversight and consultation to ED
- Assist with annual reports to funders/partners
- Move-in/move out process – review and screen applications, conduct interviews, and select tenants based on criteria, coordinate tenant move-ins/outs and unit inspections (meet non-discriminatory and legal requirements of the *Human Rights Code* and the *Residential Tenancy Act*)

- Landlord- Tenant Agreements – ensure the completion of all necessary documentation for new tenants
- Maintain accurate and up to date tenant records and maintain tenant files and systems for ongoing operations. Issue notices to tenants and arrange access for inspections and maintenance activities as required.
- Perform administrative functions and other duties as required
- Maintain and update Tenant Welcome Package, including tenant handbook, by-laws, procedures etc.
- Maintain and update staff and rental facility use manual
- Participate on the Kits House Health & Safety Committee and represent Kits House on the OHAS committee of ANHBC
- Develop an emergency preparedness plan for Kits House

Qualifications

- **Minimum grade 12 or equivalent, supplemented with additional education and/or training in building management and knowledge of Residential Tenancy Act or equivalent working experience and related skills.**
- Min. 2 years experience in a building management role preferable in a not for profit environment
- Experience working with seniors and people with disabilities
- Proficiency with MS office, Excel, Outlook and good keyboard skills required
- BC Housing Registry and WHMIS training or willingness to take training
- Familiar with BC Housing, Human Rights Code and the Residential Tenancy Act
- Excellent organizational, time management skills and ability to set priorities
- Supervisory skills an asset
- Excellent communication skills one-on-one and in groups
- Excellent inter-cultural communication and conflict resolution skills
- Experience supervising and supporting volunteers
- Ability to work co-operatively in a non-profit, volunteer based organization
- Creativity, enthusiasm, flexibility and a good sense of humor
- Ability to work flexible hours and participate in special events
- Commitment to the Kits House mission, vision and statement of diversity
- Demonstrated ability to complete program statistics and funding reports
- Criminal record check required

Working Conditions

Indoor and outdoor work. Some evenings and weekends.

Physical Requirements

The candidate should be in good physical health to meet the demands of the position. Some lifting and moving of supplies, setting up tables and chairs.

Full time 35hrs/week – comprehensive benefit package

Starting rate \$49,000 - \$52,000 based on experience.

Closing date December 4th, 2017.

Please indicate in your cover letter how your skills are a match with our organizational values and the job tasks listed below www.kitshouse.org

Only shortlisted applicants will be contacted

EMPLOYMENT APPLICATION



ASSOCIATION OF
NEIGHBOURHOOD HOUSES BC

Information provided will remain confidential and will be used solely for the assessment of an application for employment. The application form will be retained for one year in the case of an unsuccessful applicant, after which will be safely destroyed. If the applicant is successful, the form becomes part of the employee file.

Position Information

Position Applying for:

Position Location (please check):

Alexandra NH	Cedar Cottage	Central Services	Frog Hollow
Gordon House	Kits House	Mount Pleasant	South Van
Sasamat Outdoor Centre			

Applicant Information

Legal First Name:	Preferred First Name (optional):	Legal Last Name:
Home Phone:	Cell Phone (Optional):	Email:

Are you currently an employee of the Association of Neighbourhood Houses of BC at any of the Neighbourhood House/Camp location?

No Yes If yes, location: _____

Have you previously been employed by the Association of Neighbourhood Houses of BC at any of the Neighbourhood House/Camp location? No Yes

If yes, when: _____ Locations: _____ Reason for leaving: _____

Are you legally entitled to work in Canada? Yes No

Are you age 18 or older? Yes No

Education & Training

Name of Institution	Area of Study/Major	Completed	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Certification

	Level or Description	Issued By	Expiry Date (if applicable)
First Aid			
Cooking/Food Safe / Food Handler			
Driver's License			
Other (please list)			

Employment History (start with present or most recent)

Name of Employer:

From

To

Position Title:

Reason for Leaving:

Supervisor's Name, Title & Contact Info:

Name of Employer:

From

To

Position Title:

Reason for Leaving:

Supervisor's Name, Title & Contact Info:

Name of Employer:

From

To

Position Title:

Reason for Leaving:

Supervisor's Name, Title & Contact Info:

Name of Employer:

From

To

Position Title:

Reason for Leaving:

Supervisor's Name, Title & Contact Info:

Employment References

I consent to the Association of Neighbourhood Houses of BC contacting the employers listed above to confirm the information in this application and to obtain references with respect to my past work performance and suitability for employment with the Association of Neighbourhood Houses of BC.

No

Yes

I wish to be consulted before the Association of Neighbourhood Houses of BC contacts my present employer to obtain a reference.

No

Yes

Other Employment Related References (Optional)

Full Name:

Organization:

Position Title:

Tel:

Relationship:

Full Name:

Organization:

Position Title:

Tel:

Relationship:

Full Name:

Organization:

Position Title:

Tel:

Relationship:

Disclaimer and Signature

I certify that the information contained in this application is true and complete. I understand that false or misleading information given in my application or interview(s) is just cause for the rejection of my application or dismissal. I authorize any person or organization I have listed as a reference to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers and other persons giving references free of liability for providing this information and any other reasonable information related to my application for employment.

Signature: _____

Date: _____