



## Job Posting #E030-21

### Property Coordinator, Full Time – Vancouver

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independent for individuals. For more information about Lookout, please visit [www.lookoutsociety.ca](http://www.lookoutsociety.ca)

#### Position Summary

The Property Coordinator reports directly to the Property Manager and provides property management support across Lookout's buildings to the leadership team, including maintaining Lookout's capital asset, operational and administrative requirements. This position coordinates maintenance, renovations, repairs, purchases, equipment, and upholds building standards for Lookout facilities. Duties also include: building inspections, coordination of contractors, inventory control, record-keeping, reporting, and monitoring financial controls. Other responsibilities include: facilities coordination, general building maintenance management and overseeing Society vehicle fleet. The Property Coordinator participates as a member of the leadership team by attending meetings and serving on committees as required.

Salary will be negotiated depending on experience and qualifications and includes a benefits and pension plan. The schedule for this position is an average Monday through Friday 40-hour work week with an occasional requirement to work additional hours in order to meet deadlines. **Use of own vehicle is required for travel between sites.**

#### Qualifications and Competencies:

- Certificate, Degree or Diploma, preferably in Property Management or Social Services fields, or comparable experience
- **Valid Class 5 Drivers' Licence**
- Criminal Record Clearance – Vulnerable Sector will be required
- **Must have two doses of COVID-19 Vaccine**
- A minimum of two (2) years of sobriety if you have had concerns related to alcohol and/or drug use

#### Skills and Abilities:

- Excellent communication, writing, documentation, and organizational skills
- Proficiency with computers and Microsoft Office platforms
- Strong time management skills with the ability to organize and manage workload with multiple priorities and various levels of emergency response
- Ability to foster strong working relationships with contractors, developers, agencies, public sector organizations, Lookout tenants and other stakeholders
- Experience with building systems such as heating, ventilation, plumbing, security, electrical, and others is considered an asset
- Experience with Property Management software including Work Orders and/or Purchase Orders considered an asset

**TO APPLY:** Submit cover letter and resume, and quote **Job Posting #** in subject line to: [propertymgr@lookoutsociety.ca](mailto:propertymgr@lookoutsociety.ca)

**CLOSING DATE:** Applications will be accepted until **December 3, 2021 at 5:00pm**

**\*Only those short-listed will be contacted. No phone calls please.**