



Position Title:	Columbia Valley Housing Society Manager
Position Type:	Contract
Contract Term:	12-months October 1, 2024 – September 30, 2025 (start date flexible)
Contract Amount:	Up to \$50,000 (including all related expenses)
Closing:	This application will remain open until the position is filled
Hours:	We estimate an average need of approximately 20 to 25 hours per week.

SUMMARY:

The Vision of the Columbia Valley Housing Society (CVHS) states; “Enabling residents to create a secure home and work in the Columbia Valley”, which will be delivered through our Mission to “Own and manage housing that results in opportunities for living and employment”.

As the CVHS continues to evolve, the Columbia Valley Housing Society Manager will play a key role in ensuring the long-term success of the society. Deliverables will be set and performance will be measured by the CVHS board of directors and successful candidate will work closely with the board Chair/President.

DUTIES:

- Work with local, provincial, and federal community partners to deliver new affordable housing.
- Create and deliver an education campaign for homeowners on processes to add a secondary suite or carriage house.
- Provide insight into developing housing using the Housing Needs Assessments from each Columbia Valley community.
- Prepare documents for funding including applications and reporting.
- Prepare monthly updates for the housing society board of directors.
- Prepare quarterly updates for local governments.
- Administer all things related to the Columbia Valley Housing Society, including but not limited to:
 - Organizing and running monthly board meetings, open-house events, and workshops.
 - Internal & External Communications for the Society.
 - Managing or helping to manage the content on the CV Housing Website.
- Work with developers and board directors to explore opportunities for projects to be moved forward.
- Seek funding from non-government organizations towards acquisition and development of housing assets.
- Prepare documents and applications for programs through entities like BC Housing and CMHC.
- With support from the CVHS board, oversee and manage properties under ownership or lease by the CVHS.
- Work to develop, maintain, and update Memorandum of Understanding agreements between the CVHS and local governments.
- Other duties may be added as required or assigned upon mutual agreement between the contractor and CVHS, noting that some duties may also be re-assigned or eliminated as things evolve.



QUALIFICATIONS & PREFERRED SKILLS:

- Project management, including fund development and grant writing.
- Familiarity with government operations and processes.
- Strong computer literacy including proficiency with Microsoft Office.
- Multi-pronged communication experience (digital, print, grant application writing).
- Knowledge and ability to maximize social media platforms such as writing posts, creating events and general oversight of our accounts as well as updating the CVHS website.
- Confidence to take on new tasks and projects without a high amount of supervision.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Experience in budgeting & bookkeeping processes is considered a strong asset but not required.
- Building design, construction, and land development experience are considered strong assets.

CONTRACT REQUIREMENTS:

- The CVHS Board is open to discussion around hybrid working conditions, however maintaining regular office presence and in-person meetings will be required.
- Work-related travel within and outside of the region will occur from time to time.
- A budget with approved expenses will be co-created between the Contractor and the CVHS Board.
- The majority of your work will occur during business hours however there will be some early mornings, weekends, and evening work as operations dictate.
- Maintaining a home base in the Columbia Valley, and, demonstrating knowledge of our local economy & community is integral to this being successful in this role.

APPLICATION CRITERIA & TIMING:

- Proposals for this contact will be accepted up until 5:00pm Mountain Time on Friday September 13, 2024. Follow up with qualified proponents will occur between September 16 through to 20, 2024.
- An extension to this timeline may occur if a qualified proponent hasn't been identified.
- You must be legally able to work in Canada.
- To apply, please submit your cover letter and proposal via email to info@cvhousingsociety.ca.

ADDITIONAL NOTES & COMMENTS:

- Your work will be strongly supported by the CVHS Board of Directors and the Columbia Valley Chamber of Commerce Team.
- You will also be closely connected to, and supported by, the Columbia Valley Community Economic Development Office/r and the Columbia Valley Tourism Marketing Society.
- We appreciate all applicants who will apply for these roles, however only those selected for an interview will be contacted.

Should you have any questions, please reach out to us via email, info@cvhousingsociety.ca.