



ALPHA COURT
COMMUNITY MENTAL HEALTH AND ADDICTION SERVICES

Director of Property Management (Non-Union)
Permanent / Full Time (36.25 per week)

Alpha Court Community Mental Health and Addiction Services is looking for a Director of Property Management.

Under the general direction of the Executive Director, the Director of Property is responsible for the provisions of property management services which include building and rent supplement programs and overseeing all property maintenance. This position is responsible for supervising property staff.

Qualifications:

The ideal candidate will possess the following qualifications:

- Minimum of five years of property management with experience in rent geared to income, apartment, building management and rent supplement agreements;
- Experience dealing with vulnerable populations;
- Previous experience with property management in the non-profit social housing sector preferred;
- Previous supervisory experience;
- Experienced with managing 50+ unit properties;
- Strong communication skills, including: verbal, written and listening;
- Knowledge of appropriate legislation including but not limited to the Landlord and Tenant Board Act, Residential Tenancies Act, Tenant Protection Act, Fire Codes, Building Codes and Human Rights legislation;
- Knowledgeable in the areas of word processing, spreadsheet and accounting programs.

Submission deadline: Monday July 31st at 4:30 p.m.

Please submit applications to:

Chantal Henderson, Administrative Assistant
Alpha Court Community Mental Health and Addictions Services
211 Wilson Street
Thunder Bay, ON P7B1M7
Fax: 683-8225
Email: chenderson@alphacourt.ca

Accommodations are available on request for candidates taking part in all aspects of the selection process.