



RELIEF MANAGER

The Job

The Affordable Housing Societies – one of BC’s largest not-for-profit affordable housing providers is looking for a qualified Relief Manager for our Chilliwack property on a **casual and part time basis**.

Join an exceptional group of diverse, caring, dedicated, and passionate people who are inspired to make a difference in people’s lives by delivering a tenant experience that is authentic, personalized, and memorable for more than 10,000 people across the Lower Mainland. AHS is a close-knit team of professionals who provides the very best quality service to our tenants and communities we support.

About You:

This position will appeal to an individual who is looking for a part-time role and has flexible availability, including evenings and weekends. As a Relief Manager you are a positive, detail oriented and passionate professional who wants your work to have a lasting meaningful impact for individuals and families, through excellent management of the properties and homes in which they live. You have a record of effective tenant relations, conflict resolution, facility maintenance and security, including compliance with municipal and provincial regulations. You espouse the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable. You understand and are empathetic to the many reasons individuals find themselves in precarious housing situations including trauma, addictions, mental health challenges and the confidentiality that goes along with it.

Knowledge, Skills, and Abilities:

- Strong knowledge of building structures and systems and an ability to recognize and address deficiencies
- Demonstrated knowledge of the BC Residential Tenancy Act
- Good organizational and problem-solving skills
- Excellent project management skills
- Good written and oral communication, plus interpersonal, conflict management and
- relationship-building skills
- Basic computer literacy including experience with MS Office, online applications, and PM software

Education, Experience, and Qualifications:

- Minimum Secondary School Diploma or equivalent
- Minimum one year of recent experience as a residential rental building manager
- Minimum one year of leadership, people management or supervisory experience
- Experience with Arcori Purchase Order system considered an asset

Mandatory Job Requirements:

- Valid BC driver's license (Class 5) with clean driving record and a reliable vehicle
- Successful pass of a Criminal Records Search with Vulnerable Sector

This position is on a part-time casual basis with the ability to work some weekends and evenings required.

If you possess all the required job criteria and experience and have the flexibility to work casual hours including evenings and weekends, please outline why in your cover letter and why you are the right fit for our organization, your availability date, your salary expectations and three professional references for background check.

Your Resume with Cover Letter in PDF or Word format can be emailed to jobs@affordablehousingsocieties.ca with competition number **24-24-Relief Manager** in the subject line.

A detailed Job Description will be made available for candidates selected for an interview.

While we appreciate all applicants, only those selected for an interview will be contacted.