



## **RELIEF MANAGER**

### **The Job**

The Affordable Housing Societies, one of BC's largest not-for-profit affordable housing providers, is seeking a qualified Relief Manager for our Downtown Eastside property on a casual, 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 provide the very best quality service to our tenants and the 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 responsible and detail-oriented professional dedicated to the well-being of residents and the safety of the building. You take pride in ensuring that the property is well-managed, secure, and maintained to high standards, creating a comfortable and safe living environment for all. You have a proven track record or can demonstrate the ability to develop strong tenant relations, resolve conflicts effectively, and manage facility maintenance and security while ensuring 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:**

- Understanding of building structures and systems, with the ability to identify and address deficiencies
- Strong organizational and problem-solving skills
- Effective written and oral communication, along with interpersonal, conflict management and relationship-building skills
- Basic computer literacy
- Strong tenant relations skills

### **Education, Experience, and Qualifications:**

- Minimum Secondary School Diploma or equivalent
- Experience with building systems, residential property maintenance, and management is an asset

**Mandatory Job Requirements:**

- Successful pass of a Criminal Records Search with Vulnerable Sector

This is a part-time, casual position with flexibility to work weekends, statutory holidays, and evenings as needed.

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

Your Resume with Cover Letter in PDF or Word format can be emailed

to [jobs@affordablehousingsocieties.ca](mailto:jobs@affordablehousingsocieties.ca) with competition number **25-09-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.*