



1 Year Contract Posting

Position Title: Capacity Building and Operations Coordinator (1-Year Contract)

Location: Okanagan Village Housing Society, Vernon, BC

Contract Duration: 1 year

Salary: \$50,000

About Us:

Okanagan Village Housing Society is a non-profit organization dedicated to providing safe, affordable housing and fostering vibrant communities in the Okanagan region. With multiple properties, we are committed to improving lives and addressing housing needs for individuals and families.

We are excited to announce a 1-year contract opportunity for a Capacity Building and Operations Coordinator, made possible through funding from the Province of BC, Ministry of Social Development and Poverty Reduction's Community Prosperity Fund.

Position Overview:

Reporting directly to the Executive Director and the Building Manager, the Capacity Building and Operations Coordinator will play a pivotal role in strengthening the organization's capacity and operations. This dynamic position offers the chance to make a meaningful impact by improving processes, enhancing service delivery, and supporting the organization's long-term sustainability.

Key Responsibilities:

- Collaborate with the Executive Director and Building Manager to identify operational and organizational priorities.
- Develop and implement strategies to improve organizational efficiency and capacity.
- Support program delivery and enhance tenant services across multiple properties.
- Assist with grant writing, reporting, and other funding initiatives.
- Assist with administrative and operational workflows.
- Strengthen stakeholder and community partnerships to promote organizational goals.

Qualifications:

- Post-secondary education in non-profit management, business administration, or a related field.
- Proven experience in capacity building and operations.
- Strong organizational and analytical skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite and project management tools.
- Experience working with non-profits or housing organizations is an asset.

Why Join Us?

- Be part of a mission-driven organization making a difference in the community.
- Collaborate with a passionate and dedicated team.
- Gain valuable experience in non-profit operations and capacity building.

How to Apply:

Please submit your resume and a cover letter highlighting your relevant experience and motivation for applying to director@okvillage.ca. No phone calls. Resumes will be accepted until position is filled.

Okanagan Village Housing Society is committed to diversity and inclusion in the workplace. We encourage applicants from all backgrounds to apply.

Thank you to the Province of BC and the Ministry of Social Development and Poverty Reduction for generously providing funding through the Community Prosperity Fund for this position.