

7 Month Contract Posting

Position Title: Housing Assistant (7 Month Contract)

Location: Okanagan Village Housing Society, Vernon, BC

Reports to: Building Manager and Executive Director

Contract Duration: 7 Months @ 40 hours per week (with potential for extension, subject to funding and job performance)

Contract Value: \$28,700

About US:

Okanagan Village Housing Society (OKVHS) 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 7-month contract opportunity made possible through funding from the Province of BC, Ministry of Social Development and Poverty Reduction's Community Prosperity Fund.

Position Overview

The Housing Assistant provides administrative support to strengthen the operations of OKVHS. This role ensures efficient and consistent administrative processes across all properties, supports the Building Manager in daily operations, and contributes to accurate documentation, reporting, and tenant file management.

Your Role in the Organization

Your work at OKVHS directly contributes to improving housing security, fostering community connections, and ensuring sustainable growth for our organization. You are encouraged to take initiative, bring innovative ideas, and collaborate with our team to create a positive impact.

Key Responsibilities

- Maintain accurate and confidential tenant files, ensuring compliance with privacy and BC Housing requirements.
- Assist with the preparation and distribution of tenant communications, notices, and documentation.
- Support data entry and record-keeping for tenant databases, rent rolls, and waitlist tracking.
- Assist with preparation of meeting materials, agendas for tenant meetings.
- Support filing systems (digital and physical), ensuring information is accessible and up to date.
- Support coordination of inspections, maintenance scheduling, and contractor communications.
- Assist in developing and documenting standard operating procedures.
- Assist in developing training materials for existing and new systems and processes.
- Assist with on call/after hour responsibilities.

Qualifications

- Previous experience in an administrative, housing, or non-profit role is an asset.
- Strong organizational and time management skills with attention to detail.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and comfort with databases.
- Ability to maintain confidentiality and handle sensitive information.
- Strong written and verbal communication skills.

Why Join 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.

- 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.

How to Apply:

Please submit your resume and 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.