



## Housing Manager

Gloucester Housing Corporation is a thriving non-profit community business providing affordable and market rent housing with 288 units located to the east of Ottawa.

We are seeking a Housing Manager. This is a new position. Reporting to the Executive Director, the Housing Manager will oversee and administer operational tasks in the day to day management of Gloucester Housing Corporation property. This is a senior management position within the organization. The post holder will have management experience and be responsible for supervising staff.

We are looking for a housing professional who is confident, organized, efficient, and knowledgeable about housing/property management in a social housing context, and who can oversee the maintenance service to ensure the short and long-term physical health of GHC property. A qualification gained in housing/property/management would be a strong asset.

Strong written and verbal communication skills are essential, with excellent English skills mandatory in this position. French or another language would be an asset to reflect our diverse tenant population. An understanding of, and commitment to, community development is essential, as is an understanding of the importance of tenant engagement in developing strong and healthy communities. Competency is required in RGI subsidy calculations and the marketing of vacant units, as well as waitlist management. The post holder will need to be comfortable dealing with all tenancy issues, including anti-social behaviour matters.

Other requirements include financial management skills, computer skills (particularly MS Office), and strong and assertive people skills. Knowledge of Yardi is a definite asset. Must be flexible with work schedule at short notice when required, to ensure Gloucester Housing Corporation provides an excellent service. Must be able to drive, and have use of a vehicle on a regular basis.

A competitive salary and benefits package is available to the successful candidate, to include health, dental, and long-term disability. This is an opportunity to work with a developing organization and affect positive change. Salary will be dependent upon skills and experience.

We invite suitably trained and experienced candidates to submit a cover letter and curriculum vitae for this key organizational position. Please send your application (preferably by email) to:

Ann Smith, Gloucester Housing Corporation, [ann.smith@gloucesterhousing.ca](mailto:ann.smith@gloucesterhousing.ca) . Applications can also be sent by mail to: 1087 Cummings Avenue, Ottawa K1J 1J3. A full job description is available upon email request. Please: no telephone calls.

The closing date for applications is December 6<sup>th</sup> at 5pm. Only candidates selected for interview will be contacted.

Interviews will be held on Wednesday, December 12<sup>th</sup>. Start date early January, 2013.