

Homeowner and Outreach Services Coordinator

Flexible hours 24 hrs/week permanent

Are you a people person? Do you like to help others and have a passion for changing lives? Habitat for Humanity are looking for a part time homeowner and outreach services coordinator to join their awesome team.

The successful candidate is committed, compassionate, dedicated and passionate about making a difference in the lives of those requiring affordable home ownership.

In addition, they will possess the following skills and experience:

- Minimum 3 years' experience in social or educational programs, if possible, in provision of low income housing, preferably 1 year at a supervisory level
- Superior verbal and written communication skills with the ability to diplomatically and effectively interact with a diverse group of stakeholders – applicants, donors, Habitat homeowners, business leaders, funders, colleagues and other supporters
- Ability to exercise independent judgment and discretion in handling confidential and sensitive matters
- Skilled in problem solving and conflict resolution, with effective listening skills and sensitivity to cultural nuances
- Strong organizational skills, detail oriented with capacity to multi-task & prioritize
- Comfortable with speaking in public
- Proficiency with MS Word and Excel (or equivalents); comfortable with computer application software
- Experience in rental, real estate or mortgage industries an asset
- Valid BC driver's license (must be maintained)
- Use of own vehicle may be required
- Occasional weekend/evening work

Key responsibilities of this role include:

- Community outreach
- Family selection
- Family training and support
- Mortgage administration
- Home warranty coordination
- Attending events
- Administration

Please submit your application to alison.mccormick@hfhokanagan.ca
Closing date for applications 27th March 2020.