



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Portfolio Manager

Job ID	52-B3-6B-C8-80-E8	
Web Address	https://careers.indigenous.link/viewjob?jobname=52-B3-6B-C8-80-E8	
Company	Aboriginal Housing Management Association	
Location	West Vancouver / Possibly Remote, British Columbia	
Date Posted	From: 2021-02-18	To: 2021-03-08
Job	Type: Full-time	Category: Public Administration
Job Start Date	March 2021	
Job Salary	Negotiable	
Languages	English	

Description

Located on the Xwemelchâ€™stn (Capilano) Reserve on Skwxwâ€™mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in Urban, Rural and Northern housing. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, keeping everyoneâ€™s best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the Housing Providers we serve.

Reporting to the Senior Portfolio Manager, the Portfolio Manager is responsible for managing and controlling a full range of property management services for all the properties managed under various operating agreements by the Aboriginal Housing Providers located in various locations throughout the province. Services include providing instruction and direction in property management, providing technical advice, conducting operational reviews, and approving annual budgets.

Key Responsibilities (including but not limited to)

- â€¢ Develops and maintains collaborative relationships with Aboriginal housing providers to ensure the delivery of quality housing and support programs.
- â€¢ Provides direction and recommendations regarding appropriate maintenance, administration, staffing, operational procedures, and the preparation of tender documents.
- â€¢ Negotiates annual budgets and replacement reserve expenditures and 3- year Maintenance and Improvement plans.
- â€¢ Co-ordinate the delivery of service agreements for a variety of programs for the Indigenous sector.
- â€¢ Conducts operational and management reviews to ensure compliance with the Societyâ€™s Operating Agreement, ensures rent subsidies are administered accurately, and financial procedures follow audit guidelines and building deficiencies are identified, keeping the AHMA CFO informed.
- â€¢ Monitors compliance with operational/management review recommendations.
- â€¢ Provides advice and recommends socially responsible solutions in areas involving tenant/member conflicts, breaches of tenancy agreements, and preparation for hearings at the Residential Tenancy Branch.
- â€¢ Reviews and evaluates submissions for emergency and special funding; prepares recommendations to the Managerâ€™s approval.
- â€¢ Assists societies in the development of 3- year M&I Plans.
- â€¢ Assists the Financial Services Specialists with Housing Providers Financial reviews.
- â€¢ Ensures that Replacement Reserve Funds are adequate, and expenditures of these funds adhere to Replacement Reserve guidelines and policies.
- â€¢ Research history of Aboriginal Housing Providers and prepares briefing notes, as required.
- â€¢ Keeps informed about the current community and Indigenous housing issues.
- â€¢ Organizes and participates in training and seminars.
- â€¢ Represents AHMA at Community forums, ground-breaking events, opening ceremonies and at other community

events as required.

• As a primary contact for AHMA, responds to inquiries and shares relevant information with partners, service agencies, the public, non-profit/tenants and agencies. Acts to prevent or stabilize sensitive or contentious issues and alerts. This role needs to be familiar with the Privacy Act etc.

• Familiar with the Privacy Act and all related housing legislations.

• Maintains appropriate documentation including electronic support systems.

• Maintains current knowledge and understanding of diverse types of federal and provincial housing programs, their funding arrangements, and parameters.

• Familiar with all AHMA policies and procedures as related to their job duties.

• Build and maintain relationships with BC Housing counterparts to ensure AHMA is informed of relevant and up-to-date information on housing support programs.

• Support rent calculations when required.

• Monitor and update the current AHMA Housing systems (CPS and Housing Connections) when required.

• Ensure Operating Agreements are executed by BC Housing, AHMA and Provider.

• Monthly update and submit the recurring subsidy payments to the Director of Operations for approval.

CRITICAL SUCCESS FACTOR

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Experience

Good interpersonal skills; must display tact and diplomacy.

• Excellent written and oral communication skills.

• Ability to guide and train others patiently and effectively.

• Demonstrated strong analytical and problem-solving skills.

• Ability to make sound decisions based on an analysis of a range of issues and problems.

• Ability to recognize deficiencies and prepare summaries of work.

• Ability to summarize and explain complex program information and funding requirements.

• Ability to organize and administer diverse housing projects and programs.

• Ability to mediate disputes and resolve conflicts.

• Ability to analyze and negotiate budgets.

• Knowledge of statutes related to property management, including the Residential Tenancy Act and the Societies Act.

• Understanding building structures and systems and an ability to recognize deficiencies and prepare preliminary summaries of work.

• Familiarity with working in a computerized environment; knowledge of MS Office software required.

• Ability to work in a team environment.

Credentials

• Certified Property Manager designation (CPM) or membership in RI(BC) or REIC is an asset.

• Valid BC driver's license required and reliable vehicle.

Education Requirements

Post-secondary training in a relevant field AND a minimum of five years senior administrative experience including supervisory, property management OR Non-profit sector experience; or an equivalent combination of education and experience.

• Preferred training in negotiation, mediation, or conflict resolution.

• Ability to work remotely.

• Ability to travel throughout BC once COVID-19 restrictions have lifted.

• Strong understanding of Indigenous issues, in-particular issues of a political nature.

Work Environment

Located on the Xwemelchâ€™stn (Capilano) Reserve on Skwxwâ€™mesh (Squamish) Nation Territory in West Vancouver, BC.

We have an inclusive office environment and believe in a work/life balance.

How to Apply

Email your current resume AND a cover letter to jobs@ahma-bc.org.