

**Job Title:** Project Manager, Housing (Contract Position)

**Department:** Admin

**Reports to:** Director of Programs and Housing

**Direct reports:** None

**Team:** Leadership

**Works closely with:** Management Team and Transition House Coordinator

**JOB SUMMARY:** The project manager takes leadership in preparing for and coordinating the move into our new transitional and second stage housing building. This includes ensuring all project requirements are fulfilled, as outlined in the On-Boarding Checklist, such as: updating and developing policies and procedures, managing training requirements, coordinating asset management needs, overseeing building move-in, and orienting staff to building. Through positive change management strategies, she will consult staff and review existing practices, procedures, and documents as part of this process. The project manager works collaboratively with staff, management, and contractors throughout the project.

## **KEY DUTIES AND RESPONSIBILITIES:**

### **Relationships/Collaboration**

1. Incorporates perspectives of lived expertise and considers the range of diverse populations (Indigenous peoples, racialized groups, people with disabilities, immigrant populations, 2SLGBTQ+ communities, etc.) to ensure that equitable outcomes for residents result from programs and policies.
2. Works collaboratively with Management Team, Transition House Coordinator and Second Stage Coordinator (once hired) to develop plans and strategies for the roll-out, including delivery, policies, procedures, training and support, program resources, tools, and performance indicators to ensure effective program delivery by both BC Housing and housing providers.

### **Job Duties**

1. Research existing internal and external best practices for service delivery.
2. Facilitate internal working groups to improve policies, procedures, resource materials, and manuals. Draft all resulting documents for approval.
3. Research and recommend improved systems for documentation, communication, and reporting to funders.
4. Identify, anticipate, and communicate challenges or obstacles to project completion. Develop change management plan and strategy for move.
5. Coordinate required staff training and orientation to new building.

6. Oversee building vendor services, contractors, and move-in coordination.
7. Review housing provider's documents for compliance with BC Housing requirements.
8. Performs other related duties related to project needs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to research and understand relevant legislation, including BC Housing Regulation, Society Act/Regulations, Cooperative Association Act, and Business Corporations Act.
- Background in risk management.
- Excellent analytical, research, problem-solving, change-management and organizational skills.
- Excellent verbal and written communications skills.
- Proficient in the use of computer applications including Microsoft Products and Databases.
- Ability to incorporate perspectives of multiple stakeholders and communities in consideration of impacts and outcomes of project.
- Ability to build and maintain effective relationships with internal staff and external stakeholders.
- Ability to facilitate meetings and present information clearly and concisely.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- Post-Secondary Education in Project Management, Business Administration, Organizational Design, or related field.
- Experience in project management, with proven ability to plan, lead, implement, manage, and evaluate projects and inspire positive change.

**APPLICATIONS:**

Applications including a cover letter should be made by email to [hr@havensociety.com](mailto:hr@havensociety.com)

**Application Deadline:** July 15, 2024 or until position is filled

**Salary Range:** \$44-46/hr

**Job Type:** Full-Time Contract – 6 months