

## JOB POSTING

### Asset Management Program Coordinator

Do you have extensive project coordination experience in a construction related field? If you want to work in a collaborative environment where your excellence and attention to detail is rewarded, you might be exactly what we are looking for!

CHF BC provides long-term planning services to member housing co-ops and the Community Land Trust. The Asset Management Program Coordinator ("the AMP Coordinator") is an integral member of the team responsible for the facilitation of this program.

The AMP Coordinator communicates with co-op boards, external contractors and other team members to develop comprehensive long-term plans for each client. This work includes document management, contributing to the plan analysis, drafting the AMP report, and presenting its findings to the client. Where necessary, the AMP Coordinator will assist with implementation of getting approval for and obtaining financing and major construction. The implementation of major construction includes obtaining a project manager and ensuring that other professionals are appropriately engaged.

The AMP Coordinator ensures that the program is delivered in accordance with contract terms and the standards of the Federation.

#### RESPONSIBILITIES

- Review and analyze engineering reports prepared by external consultants
- Liaise with co-op representative(s) and the Asset Management Administrative Assistant to gather required documentation, digitize and format documentation (where necessary) and organize for use by contracted professionals
- Take leadership of case files for a share of client co-ops
- Develop long-term strategies for capital renewals and how co-ops can pay for required work
- Collaborate with other team members during the development of those long-term strategies
- Draft asset management plan reports based on Federation templates and standards
- Attend co-op board meetings and promote the program and assist co-op boards in understanding the requirements of the asset management program
- Attend co-op meetings and present workshops for individual client co-ops
- Assist with maintaining of databases, spreadsheets, templates and other files
- Provide updates to the Co-op Services Director and others on the status of each asset management plan anticipating problems that may arise that will impact the Federation's relationship with the co-op or contracted professionals.
- Where requested or required, assist client with implementation of major construction projects by:

- Preparing cash flow projections that can be reviewed by potential lenders or regulatory bodies (such as CMHC and The Agency for Co-operative Housing)
- Working with the co-op to tender for project management services
- Assisting with scoping of project
- Commissioning an appraisal
- Helping select a quantity surveyor
- Providing general information about construction processes
- Providing other services as the long-term planning services evolve

## **KNOWLEDGE**

- Post-secondary diploma in business administration, building sciences, project management or equivalent experience
- Minimum of 3 years of experience writing and editing documents
- Familiarity with building condition assessments and financial forecasting
- Directly related project coordination experience desirable
- Reserve planning designation desirable (CRP, ARP, etc.)
- Familiarity implementing major construction projects is preferred
- Experience in a marketing-related role is preferred
- Knowledge of customer relationship management systems
- Experienced in the Microsoft Suite of Applications

## **SKILLS**

- Experienced computer user, esp. MS Word, MS Excel, MS Outlook
- Excellent writing, proof-reading and presentation skills
- Strong multi-tasking and organization skills
- Effective problem solving and conflict resolution skills

## **ABILITIES**

- Ability to perform at a high level in stressful situations
- Ability to understand financial data and draw conclusions
- Ability to take initiative, make independent judgement/decisions
- Ability to communicate well with a variety of people including excellent written and interpersonal skills necessary for achieving goals and resolving conflicts
- Ability to plan, direct and review the work of others
- Ability to analyze data and draw conclusions

## **OTHER JOB REQUIREMENTS**

- Customer service oriented with the ability to create a positive impression of the Federation and its asset management program
- Must be analytical, well-organized, and have the ability to switch tasks quickly
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Personable and courteous in working relationships with board members and contracted professionals

### **CONDITIONS OF EMPLOYMENT**

The standard work week is 35 hours over 5 days. This position requires flexibility to work outside of regular office hours (i.e. evenings/weekends) when necessary. This position is based in our Vancouver office with frequent activities on the lower mainland and on Vancouver Island.

This is a bargaining unit position. The wage range is \$47,900 - \$51,500 per annum. The starting salary will be commensurate with experience. CHF BC offers an excellent compensation and benefits package.

Please apply by submitting a cover letter and resume to [abuckley@chf.bc.ca](mailto:abuckley@chf.bc.ca)