SQUAMISH COMMUNITY HOUSING SOCIETY

208-38026 Second Avenue, Squamish, BC V8B 0C3
info@housingsquamish.ca

Housing and Operations Coordinator- Temporary

Position Type: Part-time, 10-month fixed term position. This position is backfilling a parental leave

Start Date: September 2026 (or as soon as possible)

End Date: June 30, 2027

Summary

This role plays a key part in supporting both housing delivery and organizational communications. The Housing and Operations Coordinator contributes to a diverse portfolio of work, including tenant application intake and eligibility reviews, internal and external communications, policy and procedure development, and data management. The successful individual supports and contributes to an environment grounded in cultural safety and trauma-informed practice, using thoughtful and creative problem-solving to foster positive relationships with tenants, partners, stakeholders, and colleagues.

This is an ideal opportunity for a highly adaptable and solutions-oriented individual who brings strong communication skills, sound judgment, and a willingness to learn. The successful candidate is comfortable navigating changing priorities in a fast-paced, start-up environment and approaches their work with initiative and curiosity. This is great opportunity to build skills in a growing sector.

If you love working with a small but mighty team, this may be the perfect opportunity for you to make a difference in people's lives.

About us

Squamish Community Housing Society (Housing Squamish) is a not-for-profit housing organization established in 2021 by the District of Squamish and local community-serving agencies in order to support housing affordability in Squamish. We are working to increase the supply and availability of affordable housing options through public, non-profit, and private sector partnerships. Housing Squamish also works in collaboration with existing nonprofits to support and coordinate the tenanting and management of nonmarket homes and improve access to housing within the community.

We are a small team of 4, supported by a strong and engaged board of directors. Our work is centered around our values of indigenous reconciliation, collaboration, equity, transparency and generational thinking. We work closely with the Hiy̓ám̓ ta Sḵwx̱wú7mesh Housing Society.

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Position Overview

The Housing and Operations Coordinator reports to the Housing Manager and to the Society Operations Manager, and works with housing applicants, our Property Manager, and other partners. Housing Squamish manages tenant selection for affordable units managed by us and other operators. The Housing and Operations Coordinator plays a key role in carrying out housing application reviews, supporting property operations, and creating Society communications. The Housing and Operations Coordinator ensures that applicants have a positive and safe experience interacting with the Society and fosters trust with those we serve. The role requires strong project management skills, organization, attention to detail, and critical thinking.

Key Responsibilities

Tenanting and Housing Applications

The coordinator leads and administers the tenant application and selection process according to established criteria and processes. This includes:

- Communicate with applicants regarding the status of their applications, gathering application documents, and coordinating unit viewings with Property Managers
- Maintain applicant information and applicant lists
- Conduct income and employment testing, as required
- Create and identify improvements to application processes, tools and forms, as needed

Tenant Relations and Records

- Manage tenant records with support from Property Manager following record keeping policies and requirements
- Assist the Manager of Housing with tenant relations, tenant communications and tenant engagement events
- Create and distribute online and paper tenant surveys and forms
- Coordinate and implement District of Squamish Statutory Declaration reviews

Property Operations

- Assist the Housing Manager with operations, capital planning, and property maintenance including tracking maintenance records and other property contracts
- Assist with data management for reporting to BC Housing and other partners and funders
- Support Manager of Housing with filling vacancies and advising the Property Manager of approved applicants, transfers, etc.
- Supports keeping the Society current on residential tenancy legislation and best practices for tenant relations and property maintenance in a nonprofit environment

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Society Operations and Communications

- Support and create communications including newsletters, social media posts, website updates, annual reports, press releases and community engagement events and activities
- Coordinate and support the collection and maintenance of data about affordable housing, such as housing needs in the community and Society progress towards strategic goals
- Support and participate in special projects such as community presentations, housing interest and/or wait list creation, grant and funding applications and funder reporting

Required Qualifications

- Post Secondary education in Communications, Business Administration, or similar field.
- Minimum of 2 years' experience in property management, communications, project/program coordination/management with a preference for experience with nonprofits
- Or equivalent combination of education, training, and experience with a demonstrated interest in nonprofit housing.

Competencies & Job Skills

- Ability to take initiative and lead projects
- Demonstrated ability to learn quickly, think critically, and solve problems in a dynamic workplace
- Strong judgment, empathy, and tact when working with coworkers, tenants, partners, stakeholders, funders, and contractors
- Proven ability to handle confidential and sensitive information with discretion
- Advanced computer skills, including proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to learn new software quickly
- Comfortable working with legal agreements and the *Residential Tenancy Act*
- Experience with communications tools and platforms, such as survey software, social media, Mailchimp, WordPress, and Canva
- Demonstrated strength in written and verbal communication
- Excellent administrative, organizational, and project management skills, with strong attention to detail
- Ability to manage multiple priorities, coordinate meetings, and adapt to shifting priorities
- Comfortable working in a fast-paced, start-up environment as part of a small, collaborative team
- Interest in and basic understanding of nonprofit housing and alignment with Housing Squamish's mission
- Familiarity with trauma-informed practice and cultural safety is considered an asset

Hours of Work: 20 hrs/week. Our office is open Monday to Friday, and we prefer the position to have hours at least 3 days/week. We offer a flexible work schedule and will negotiate the work schedule with the successful applicant.

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Wage: $28 -$35/hr, depending on experience and qualifications

Benefits: We offer extended health and dental benefits with eligibility after three months of continuous employment.

Location:
Our office is located at 208-38026 Second Avenue in downtown Squamish. We are on the second floor of a building that does not have an elevator. We can offer a hybrid work arrangement with flexibility to work from home, but some in-office presence is required, as well as the ability to attend often on-site at properties in Squamish.

How to Apply
Please submit a cover letter and a resume to info@housingsquamish.ca by August 31, 2026. Please put “Housing and Operations Coordinator” in the subject line.

Housing Squamish reviews all resumes submitted for postings. We encourage all qualified applicants with diverse identities to apply. We do not use AI in our screening or hiring process. Only those applicants selected for an interview will be contacted. Thank you for your interest in Housing Squamish.

Housing Squamish gratefully and respectfully acknowledges that our work takes place on the unceded ancestral territories of the Sḵwx̱wú7mesh Úxwumixw.