



Live-In Building Manager

WestEnd Common's is located at 641 St. Matthew's Avenue. The building consists of 26 uniquely designed affordable housing units, a common play area, a sanctuary and community and office space in the lower level. The vision and mandate of the building is to have a collaborative community of hope, joy, and strength, and empowering families through affordable housing, programs and services.

We are seeking a live-in Building Manager to oversee the physical needs of the building. Along with ensuring the building is well maintained, the position also requires an individual who is experienced working with people of diverse cultures and has the ability to take initiative and problem solve while addressing multiple responsibilities with little direct supervision. The Building Manager will be the go to person for building maintenance, minor repairs, cleaner for the residential common areas and outside spaces, manage tenant move in and move outs, and responsible for managing the maintenance and cleaning in the lower level.

Our ideal candidate would be someone who has:

- demonstrated knowledge and experience in maintenance of a building including minor 'handyman' repairs;
- problem-solving skills with the ability to be resourceful, administrative and computer skills;
- a good understanding of community development and relationship building;
- ability to work with a positive outlook and approachable attitude;
- previous building management and not-for-profit sector experience would be an asset.

The position is part time, approximately 20 hours per week, with an attractive annual salary and discounted rent on a 2 bedroom apartment. *We have to adhere to the National Occupancy Standards for this apartment.*

- The successful candidate must undergo a Criminal Record and a Child Abuse Registry Check.
- Qualified couples and post-graduate students are encouraged to apply.
- We are committed to providing a social environment that is welcoming, supportive, and inclusive, and all interested qualified individuals are encouraged to apply.

To apply for this position please submit your resume and cover letter by email to: office@thewestendcommons.ca with the Subject Line 'Building Manager Application'.

Check us out at: www.thewestendcommons.ca

The deadline for applications is 19 September, 2019