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Affordable Housing Project Lead

The Working Centre is a dynamic community based organization with projects that range from: employment supports and financial problem solving; an integrated response to homelessness and addictions including a community kitchen hub, medical and psychiatric supports, street and encampment outreach; a growing network of affordable and supportive housing and shelters; community enterprise projects including plant-based cafes, a bicycle recycling shop, a computer recycling shop, a housewares and furniture thrift store and a clothing shop.

The Working Centre has been developing a Living System organization with the capacity for creative responses. A Living System means that our practices and approaches have the openness to evolve, that cooperation, responsiveness, hospitality and diversity are key features. An important part of our Living System is the development of four key hubs (Work and Livelihood, St. John's Kitchen and Outreach, Housing and Shelter, and Community Tools and Enterprise), along with formalizing our internal groups that look after buildings, infrastructure, maintenance, accounting and IT in order to support projects to root, develop and grow. This transition supports the important complexity and diversity of The Working Centre.

We are currently hiring a number of new positions to help us strengthen and build our work moving forwards.

JOB SUMMARY

The Affordable Housing Lead supports the growing web of affordable housing projects and properties of The Working Centre. Combining the skills of property management and people support, this role will include tenant agreements, tenant wellbeing, ensuring rent payments, property maintenance, and support to the small housing team. Our Affordable Housing projects aim to make housing available to people on a low income, working to preserve deeply affordable housing for diverse groups of people. We approach the work from a support angle, acting with kindness, keeping in touch with residents and ensuring that people are supported while also following their commitments.

SUMMARY OF RESPONSIBILITIES

- Combine both a Property Maintenance lens and People Support lens to maintain a diverse range of affordable housing options within The Working Centre.
- Ensure Property Maintenance responsibilities are followed for The Working Centre's affordable housing prosperities (~10 properties); develop new and modify existing systems to ensure a regular and responsive routine for property maintenance.
- Work with a team to know each property and the tenants; support tenant agreements, tenant well-being, and problem-solving or mediating with/between tenants as needed.
- Ensure rent is collected, regular rent increases are implemented within RTA standards.

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- Understand RTA, and the various funding arrangements in each of the properties to ensure we are meeting our requirements and commitments. Understand the ways the RTA can help to build a framework that supports people in maintaining their housing, i.e. timely payment of rent, getting along with neighbours, etc.
- Work with the Affordable Housing team and within the wider organization to support a flexible and reliable 24/7 on-call response team.
- Ensure buildings and houses are well cared for.
- Support other Housing/Shelter Hub efforts as needed as these projects change over time.
- Help to build and strengthen the portfolio of properties that form our Affordable Housing units, ensure we are meeting the needs of both people living on a social income as well as people living on a limited income.

QUALITIES AND QUALIFICATIONS

- Strong awareness of property maintenance; ability to follow regular routines; attention to follow-through to ensure work is done well.
- Understands trauma-informed care, responsiveness, building trust and relationship over time. Willing to work within a whole-organization perspective and with outside resources to respond to issues that emerge.
- An appreciation of people in all their complexity; can support low-barrier options, while also supporting more framed options, thus supporting the range of spaces and properties we host.
- Ability to multi-task, deal with multiple demands, and to stay calm under pressure.
- Hard worker who is willing to go the extra mile to meet people and project needs.
- Ability to work well independently as well as to function effectively as a member of a diverse team.
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Willingness to bring practical and focused skills to build structures and frameworks that strengthen cooperation.
- Willing to engage in the thoughtful connecting and advocating of system change, a person at a time.

COMPENSATION AND BENEFITS

We are looking for someone to join our team full time, working Mondays to Fridays from 9am-5pm. Available for some evenings and weekends as needed.

The Working Centre has always held an equal salary policy across the organization, reducing comparisons and hierarchy. This position starts at \$58,500 annually. We offer a full benefits package that starts after 3 months of full time work.

APPLICATION PROCESS

The Working Centre is a dynamic and highly responsive organization. Co-workers come from all walks of life, a variety of cultural backgrounds, and an eclectic mix of age groups. We are constantly learning and are challenged in our work. Our work is flexible, anchored in key ethical principles, always balancing needs of funders as we work hard to serve growing numbers of people. The work environment is meaningful, respectful and we do good work together.

This work is more than a job – it is about committed community work in a collaborative environment. If you think that this role would make you excited to come to work every day, we'd like to hear from you.

Email your application to working@theworkingcentre.org and include:

- A cover letter explaining your interest in this position, our organization and how your experience and skill would be a good fit.
- Your resume