



## **KINGSTON & FRONTENAC HOUSING CORPORATION**

### **Tenant Programs Administrator**

KFHC is searching for a full time Tenant Programs Administrator to oversee the administration of the rent supplement and portable housing programs and the affordable and market portfolio of KFHC by ensuring compliance with provincial legislation and/or existing operating agreements, policies, standards and housing program service agreements. The position will take on new responsibilities as special projects and programs become available to KFHC.

The position is non-union with a starting salary of \$59,000 annually and a comprehensive employee benefit program. The work week is a 35 hour work week Monday to Friday. The successful applicant must have a demonstrated commitment to continuous learning, proven ability to deliver results and to manage short and long-term priorities and objectives in a fast paced changing environment.

#### **Qualifications:**

- Three year degree or diploma in Business Administration or a related field.
- Ability to interpret legislation, apply regulations and relevant Acts including but not limited to the Housing Services Act and Residential Tenancy Act.
- Minimum three years' experience in property management or managing government funded programs and/or social housing.
- Strong analytical and problems solving skills and effective communication skills both written and verbal.
- Licensed Paralegal an asset.
- Certification with the Canadian Institute of Housing or the Institute of Housing Management an asset.
- Proficiency in computerized property management software (Yardi) and Microsoft Office (Outlook, Word, Excel and PowerPoint).
- A satisfactory Criminal Record Check.
- G Driver's license.

Tentative Start Date: June 10, 2019.

To submit your application please forward a cover letter and resume to Janice Dobler, Executive Assistant at [jdobler@kfhc.ca](mailto:jdobler@kfhc.ca) by May 16, 2019.

Only those candidates deemed eligible will be contacted.