



# Treaty 7 Urban Indian Housing Authority

#200, 519 7<sup>th</sup> Street South

Lethbridge AB T1J 2G8

Phone: (403) 327-1995 Fax: (403) 327-0849

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## EMPLOYMENT OPPORTUNITY

**Position Title:** Project Coordinator  
**Reports to:** Executive Director  
**Starting Salary:** Negotiable based on Education and Work Experience  
**Probation:** Six months  
**Hours of Work:** 7.5 hours per day/on call as required

### GENERAL DESCRIPTION:

Under the direction of the Executive Director, the **Project Coordinator**'s primary role includes but is not restricted to carrying out the ongoing operations activities to ensure that the Treaty 7 Housing rental units are in good condition. Co-ordinate, direct and plan for all maintenance operations, supervise maintenance staff, prepare annual maintenance budget, oversee contract negotiations, and provide direction for special events. Provide and update information on Website and assist with any additional new projects as administered by the Executive Director.

### NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

- **Project management experience essential**
- **Staff supervision experience essential**
- **Knowledge of budgeting process and contract administration process**
- **Computer knowledge i.e. – Microsoft Office and Database Management**
- **An ability to communicate in a Treaty 7 First Nation language would be an asset**

### KEY DUTIES:

- Preparation of Capital Costs and annual repairs and maintenance budget
- Review maintenance budgets and expenditures and reports to the Executive Director
- Report to Senior Accountant any expenses which might exceed the initial approved limits
- Contract Coordination and Management
- Purchase Order Management
- Replacement Reserve Management
- Maintenance Order Request Management
- Respond to Tenant Complaints/ Reports
- Maintain Tool & Supply Inventory/ Audit
- Schedule Preventative Maintenance and Annual Inspections
- Administers Notices to Tenants
- Assist with new Projects from Executive Director
- Website Coordination & Management
- Collaborates with Senior Accountant

### QUALIFICATIONS and REQUIREMENTS:

- **Project Management Education and Experience**
- **2-5 years related experience**
- **Must possess a current driver's license**
- **Resume' including Reference Letters Must Provide Crim Check**
- **Copies of Education and Training Certificates**

**Closing Date: May 26, 2020**