



May 14, 2024
Internal/External Job Posting #CS10A-24-01
Annex Facilities Manager
Part-time, Permanent

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Manager, Annex Facilities will be responsible for managing the daily operation and activities at the Collingwood Neighbourhood House (CNH) Annex. The Annex houses a commercial culinary kitchen, a multi-purpose room, a child care room, an art studio, a classroom, an admin office and other meeting spaces. This role will help develop policies and procedures to ensure the space is being well utilized by the various in-house programs and rental groups.

The Manager, Annex Facilities is responsible for operational administration, financial management, budgeting, human resources management and working collaboratively with other CNH staff and Management team. This role is a key representative for CNH with the strata and the City of Vancouver.

Responsibilities:

- Oversee daily management of the Annex including working in conjunction with facility, reception, and office administration.
- Proactively identify maintenance needs and act to address them, ensuring the annex building remains in top condition
- Perform or arrange for regular maintenance and repair of the property
- Maintain open lines of communication with the various program and services that operate out of the annex building
- Oversee tradespeople and contractors, ensuring that all work is completed properly
- Be Responsible for stewardship of the building and parkade area, including working closely with facility and custodian staff.
- Maintain accurate records of maintenance activities
- Promote Annex programs, initiatives and events both online and in the community in collaboration with CNH Communications Coordinator and Management Team.
- Manage budgets and evaluation related to Annex programming.
- Liaise with Management Team to build a strong sense of collaboration among Annex and all CNH staff.
- Assist with any emergency situation at the Annex and ensure that emergency procedures, Health and Safety binder, and any other required documents are completed and circulated to all staff

Qualifications, Skills & Experience:

- Undergraduate degree in related field or a combination of education and work experience.
- Demonstrated ability to manage staff and volunteers.
- Experience in building management and operations
- Administrative skills
- Financial management experience including managing different program budgets.
- Strong written, listening and oral communication skills in English.
- Strong interpersonal, organisational and leadership skills as well as a collaborative working style.
- Preference given to Canadian citizens and permanent residents of Canada
- Second language is an asset
- Conflict resolution skills are an asset.

Job Details:

- **Salary:** \$30.24-\$32.83/hour
- **Hours:** 21 hours per week - flexible schedule between regular business hours
- **Expected Start date:** June 2024
- **Location:** 3690 Vanness Avenue, Vancouver

Application Process

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

To apply, please email your resume and cover letter to ahofmarks@cnh.bc.ca

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Anna Hofmarks

Director of Community Services

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver, BC V5R 6C9

Email: ahofmarks@cnh.bc.ca

Please quote reference # CS10A-24-01

CLOSING DATE: Friday, May 24, 2024 by 5pm

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.

No phone calls please.