



# *Ki-Low-Na Friendship Society*

---

442 Leon Avenue | Kelowna, BC V1Y 6J3  
Tel: (250) 763-4905 Fax: (250) 861-5514  
www.kfs.bc.ca

**Job Posting:** Property Manager/ Housing Manager  
**Hours:** 35 hours per week – hours may vary – immediate start  
**Wage:** Negotiable depending on experience  
**Posted:** Oct 11, 2019  
**Closing:** Oct 25, 2019

## **Nature of Position:**

We are looking for a non-profit property manager (PM) for our unique housing community.

Facebook tour:

<https://www.facebook.com/i.spa.us.ki.low.na/videos/294878117548206/>

## **Duties:**

The PM will be:

- Managing for I spa-us Ki-Low-Na Heart of Kelowna Housing Community
- Working independently with the program manager by providing regular onsite presence, keeping vacancies to a minimum, facilitating smooth tenant transitions, resolving building issues, processing and monitoring maintenance requests.
- All aspects of leasing related to the properties including maintaining waiting list, execution of rental documents, promotion and advertising of vacant units, creation of reports, attendance at board meetings.

All aspects of customer service related to the properties, including applications, reference checks, execution of lease documents, tenant requests, lease renewals, etc.

## **Qualifications:**

- 1 to 3 years progressive experience in property management or similar experience
- Positive attitude
- Experience working in a non-profit
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Must have valid driver's license and reliable vehicle
- Have strong oral and written communication skills
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions
- Highly organized and focused with an attention to details

**Requirements:**

- Knowledge and understanding of the local First Nations culture and/or the ability to work with Aboriginal People
- Ability to act and make decisions in times of crisis
- Be prepared to travel when requested by the Society for the purpose of training, professional development, and/or community outreach

**Send Resume and Cover Letter to:** Ki-Low-Na Friendship Society  
Attention: Edna Terbasket  
Housing Admin Position  
442 Leon Ave, Kelowna, BC V1Y 6J3

**E-mail:** [executivedirector@kfs.bc.ca](mailto:executivedirector@kfs.bc.ca)

**Fax:** (250) 861-5514

**Telephone:** (250) 763-4905

*We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.*