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Forward-Thinking | Client-Focused | Empowerment | Responsibility

BC Housing is the provincial Crown agency that develops, manages and administers a wide range of subsidized housing options for those most in need across the province.

We are a trusted leader and partner in providing housing solutions for British Columbians. Through safe, affordable and quality housing, we truly make a positive difference in people's lives and communities.

What makes BC Housing such an inspiring place to work? Our passion for making a difference, our people strategy, our values and so much more!

We're seeking candidates who share the values of our organization and who are committed to helping those in need. **Make a positive difference; an exciting opportunity awaits!**

Project Coordinator

Job ID: 2702

Burnaby (Metro Vancouver), BC

POSITION SUMMARY:

The Capital Planning team is responsible for developing and maintaining a comprehensive multi-year social housing Capital Plan for the delivery of Capital Improvement projects across the Province and ensuring that asset management decisions are in line with BC Housing's Portfolio Plan. The team is also responsible for the ongoing assessments of the social housing stock to ensure strategic investments are made and for the accuracy of Facility Condition Index (FCI) tracking & reporting.

The Project Coordinator is responsible for performing project coordination duties, and providing expertise, advice and support to the Manager Capital Planning and other stakeholders in the planning, execution and management of the Building Condition Assessment program, producing the annual Capital Plan and quarterly reporting of the Facility Condition Index.

QUALIFICATIONS:

- College diploma or degree in a relevant discipline such as business administration or project management, including courses in project coordination.
- Additional courses related to the housing and/or real estate development and/or construction industry preferred.
- Minimum of three years progressive related work experience in project coordination and business administration in a computerized environment;
- Experience relating to housing, construction, or Capital Planning industry preferred.

OR an equivalent and acceptable combination of education and experience acceptable to the employer may be considered;

REQUIRED KNOWLEDGE AND SKILLS:

- Strong knowledge and understanding of the principles and practices associated with project management processes and business administration;
- Well developed knowledge and understanding of database management, asset planning applications, and business tools, templates and processes to support project management functions;
- Good knowledge and understanding of building construction and repair requirements;
- Ability to work independently as well as function effectively as part of a team in a fast paced deadline oriented environment;
- Demonstrated initiative and follow through skills; ability to work under direction of several people, organize and prioritize work and meet deadlines, while responding to numerous diverse and shifting challenges without compromising the quality of the work;
- Ability to plan and manage small projects or portions of larger projects, assign work to team members and lead projects to successful conclusion;
- Excellent communication and interpersonal skills and the ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences;
- Ability to take ownership of tasks and drive them through to completion; ability to work under pressure in meeting deadlines and changing priorities;
- Ability to provide presentations to larger groups of people;
- Working knowledge and understanding of legal agreements and legal instruments;
- Strong analytical, problem solving, conceptual thinking, planning, organization and project leadership skills;
- Strong communication, interpersonal and relationship management skills.
- Some knowledge of and expertise in enterprise applications such as JDE, Oracle, and proficiency in productivity applications such as Microsoft Office, Outlook, MS Project and Visio;

[Please review the Job Description prior to applying](#)

(When there is a pop up asking if you wish to view only secure items, press no)

The benefits of joining a Top Employer!

We didn't become one of BC's Top Employers and one of Canada's Greenest Employers without a lot of thought, care and consideration for our team and environment. Our supportive and collaborative workplace balances engaging and challenging work with personal development and wellness initiatives.

All of our employees are rewarded with a competitive remuneration package and a host of great benefits. We're also a social and inclusive team that supports our people through ongoing training and learning opportunities. We genuinely appreciate the amazing effort our people bring to each and every day and so we have Rewards and Recognition programs that celebrate great effort, long service, environmental awareness, good ideas and positive change.

If you are passionate about what you do and want to use your expertise to engage in a meaningful and challenging work, please apply to **join our team today** at www.bchousing.org/careers

To be considered for this competition, please submit a cover letter and resume clearly identifying how they you meet the qualifications necessary for this position. This information will be used as part of the selection process.

When applying, please submit your cover letter and application as one single document as a word or pdf file only.

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

Have Questions? Please see below for some useful information.

- E-Recruit [FAQ's](#)

Follow us on Twitter @https://twitter.com/BC_Housing to find out about positions as they come available.

Unfortunately, we cannot accept resumes/cover letters by any other form than online at <https://www.bchousing.org/careers>. This helps to ensure privacy, as well as timeliness for applicants.