



## Coordinator, Future Horizons Housing

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Since 1974, Moncton Headstart has been addressing the barriers that often make it difficult for disadvantaged children to succeed in school. As a registered Canadian charity providing high quality, evidence-based, early family intervention in support of vulnerable, high-risk children and their parents, we work with children from 2-5 yrs. of age to improve their outcomes.

Future Horizons Housing Inc is non-profit transitional housing initiative run by Headstart for Headstart families who meet strict eligibility criteria. There are twelve units. Rent is income based and tenancy is for a limited duration.

### **JOB DESCRIPTION**

Reporting to the Executive Director, the Coordinator provides routine property management, administration, and some in home support services to tenants. The coordinator liaises with NB Housing and Social Development, arranging and overseeing repairs, maintenance, renovations, and related projects as needed.

### **Your focus will be:**

- Overall property management of 12 housing units
- Manage individual maintenance projects and upkeep
- Maintain a professional working relationship with tenants to help develop independence
- Facilitate RentSmart program with all FHH current and future tenants
- Oversee and manage the annual operational budget
- Complete intake forms, assessments, and thorough vetting of potential new tenants, in consultation with Parent and Children's Program managers and staff
- Maintain meticulous records, reports, and tenant data
- Regularly meet with tenants to ensure services, expectations and contractual agreements are maintained

- Be available during business hours to respond to questions and/or concerns from tenants
- Attend all required meetings at Headstart's discretion
- Other duties as required or as necessary

**You will require:**

- 3+ years of property management experience, basic home maintenance and repairs
- 2+ years of experience working with high-risk families, conducting in-home visits
- Experience or solid knowledge of the non-profit, charitable sector
- Familiarity working/liasing with government
- Good understanding of Headstart's mission, services, and resources
- Bachelor in related social services field or equivalent experience and education

**Additional Skills**

- Crisis management
- Coaching and facilitation experience
- Budget planning and fiscal management

**Must Have**

- Valid NB Driver's License and use of own vehicle for agency business
- English language fluency

***\$25 per hour x 30 hours per week, with mileage reimbursement & benefits.***

Headstart offers flexible working arrangements, competitive compensation, benefits, and the joy of working with a dedicated group of team players all firmly committed in contributing to the greater good.

To apply, send your resume and a cover letter to: [office@monctonheadstart.com](mailto:office@monctonheadstart.com)