



## **Kinew Housing Inc.**

Kinew Housing is a non profit housing organization that is Indigenous led and is located in the City of Winnipeg. Kinew was established in 1970 to provide decent, affordable housing to low income Indigenous families. We purchased homes and renovated them which not only provided housing but also provided training and employment opportunities.

### **Posting for Executive Director**

Regular/ Full Time

Salary: determined by Kinew Housing Inc. current budget and the candidates' qualifications and experience. ( 85,000 - 90,000.00 ) includes benefit plan

Location: Winnipeg, Manitoba

#### **Desired Criteria:**

- Effective leadership skills with the ability to supervise staff.
- Experience working in a property management environment.
- Experience working with not-for profit and/ or Indigenous organizations

#### **Conditions of Employment:**

- Possess and maintain a valid Manitoba Class 5 Driver's License
- Must be willing to travel within the city and provide your own vehicle.
- Must provide satisfactory current Criminal Record Check, Child Abuse Registry Check and Vulnerable Persons Sector Check

#### **Essential Criteria:**

- Experience related to Property and Tenant Management functions.
- Experience related to Facility Management or coordination of maintenance work.
- Strong customer service skills and ability to deal effectively with tenants from the Indigenous Community and the public.
- Experience administering an operating budget and overseeing financial reporting requirements.
- Ability to interpret, communicate and apply acts, regulations, policies, and procedures
- Effective communication skills
- Strong organizational skills with the ability to work under pressure with competing deadlines.
- Experience with Microsoft Word, Excel, Outlook

**Duties:**

This position reports to the Kinew Housing Inc.'s Board of Directors. The Executive Director ensures the efficient and effective management of Kinew Housing Inc. rental properties and is responsible and accountable for all property management functions and activities including maintenance of units and grounds; leasing; vacancy management; tenant relations. The Executive Director will perform these duties and responsibilities in accordance with Kinew Housing Inc.'s project Operating agreement, Manitoba Housing, MHRC, The Residential Tenancies Act and the Residential Tenancies Branch.

Training will be provided in areas specific to the provision of affordable and subsidized housing and the Board of Directors will provide ongoing support to this position.

Successful candidate will work alongside the current ED for a period of 4-5 months until transition is complete.

Preference will be given to applicants of Indigenous descent.

Deadline for applications; open until filled.

Drop off/ mail cover letter and resume with two supervisory references to:

Kinew Housing Inc., 394 McGregor Street, Winnipeg, Manitoba R2W 4X5

Attn: Board of Directors

Or email resumes and references to: [lpoirier.kinew@mymts.com](mailto:lpoirier.kinew@mymts.com)

We thank all who apply and advise that only those selected for further consideration will be contacted.