North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a suitable candidate to fill the position of:

Housing Accommodations Manager

Hines Creek – Homesteader Lodge

Reporting to the Director of Housing Operations and Special Projects, the Housing Accommodations Manager is responsible for overseeing the day-to-day operations of a seniors' lodge and senior self-contained apartments. This role involves leading a team to ensure housing services are delivered effectively, meeting the needs of a diverse population while complying with relevant legislation, policies, and guidelines. The Housing Accommodations Manager will foster a safe, supportive environment where tenants and residents feel at home and staff are empowered to provide exceptional support.

Key Responsibilities:

- Effectively lead staff and manage staff scheduling.
- Manage property occupancy.
- Foster a positive resident and tenant experience.
- Ensure the management of a safe and healthy work environment.
- Support the upkeep and well-being of Foundation properties and assets.
- Ensure operational compliance with all applicable legislation and operational guidelines.
- Aid in maintaining the organization's financial health.
- Support the public and administrative needs of North Peace Housing Foundation.
- Other duties as assigned.

Qualifications:

- Post-secondary diploma/degree in business administration, human services, or a related field.
- Proven experience managing or operating a retirement lodge, health care facility, or similar environment.
- Two years supervisory experience, preferably in a non-profit organization.
- Residential property management experience is considered an asset.
- Equivalencies in education and experience may be considered.
- Working knowledge of Microsoft Office is required.
- Experience with Occupational Health & Safety, Employment Standards, and Housing Legislation is an asset.
- Experience using database software is an asset
- Completion of a current and acceptable criminal record check for the vulnerable sector as required by the Protection for Persons in Care Act and the Accommodation Standards and Licensing Act is mandatory.
- A valid Class 5 driver's license and a satisfactory driver's abstract are required.

Position Details:

- The Housing Accommodations Manager generally works from 8:00 a.m. to 4:30 p.m. Monday to Friday, with an unpaid half-hour meal break. Occasionally, it may be necessary to alter this schedule due to after-hours program requirements, participation and delivery.
- This position may encounter difficult, high-pressure situations that require the ability to remain calm, focused, and effective.
- Travel within the NPHF region will be required, at times using a personal vehicle.
- Must be available to respond to urgent situations on a 24-hour basis. Primary on-call for after-hours maintenance, staff scheduling, and other items.

For more information, interested individuals can visit www.nphf.ca and refer to the job description. Resumes, quoting competition number 2026-015, can be e-mailed to employment@nphf.ca. This competition will remain open until a suitable candidate is found. The first review of applications will take place on **June 17, 2026**. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.