



## MEMBER RECRUITMENT COORDINATOR

Casa Housing Services Inc. (Casa) is a subsidiary of NACHA, a not for profit company. Casa provides bookkeeping, management and maintenance services to Co-operative Housing Organizations throughout Northern Alberta. Our small but mighty staff work hard to develop meaningful partnerships with our clients with a focus on the long-term sustainability of the buildings and cultivating healthy communities. Casa takes pride in maintaining its clients' properties to the highest level possible while allowing the clients to preserve their autonomy and organizational decision-making process. As a growing organization, we are looking to augment our strength with the addition of a part-time **Member Recruitment Coordinator**.

### **Member Recruitment Coordinator Job Responsibilities:**

- Be the first point of contact for housing co-op that have vacancies.
- Evaluate units for needed repairs and improvement recommendations (vacant or occupied).
- Draft advertisements and market the vacant units using services such as Kijiji, Rent Faster etc.
- Respond to inquiries for housing from various platforms.
- Present the community and show units to potential members.
- Educate the applicant(s) on housing co-operative living.
- Ensure that prospective member applications are completed correctly and in full.
- Assess the applicant(s) to determine if they are a fit for the housing co-op.
- Arrange and assist the co-op with applicant interviews.
- Visit competitive properties monthly to stay informed on market conditions.

Further responsibilities include but are not limited to:

- Place supplies order for Casa.
- File documents.
- Perform other clerical duties as required.



Work hours: This is a par-time position: approximately 20 hrs /wk. Evening and weekend work related to interviews and viewings of units.

Compensation: Commensurate with experience.

**Member Recruitment Coordinator Qualifications / Skills:**

- Well organized and energetic self-starter with sales/customer service background
- Computer literacy with Microsoft Office, Google Apps and internet use.
- Strong verbal and written communication skills.
- Exceptional professional phone skills with ability to employ clear and understandable plain language English skills suitable for diverse populations.
- An understanding of the importance of safe, secure and affordable housing.
- Possess knowledge of acts, laws and legislation as it pertains to residential property management and have experience in an office setting.
- An understanding of co-operatives and respect for democratic, community-based organizations where members are involved in the governance and decision-making process.
- Must maintain high degree of empathy, confidentiality and discretion.
- Flexible and adaptable to constantly changing needs within the organization.

Notes:

1. A satisfactory criminal record check is a condition of employment.
2. A valid driver's license and personal vehicle are needed for this position.

We thank all applicants, however only those chosen for an interview will be contacted.

To apply please submit your cover letter and resume to [hirinq.casa@gmail.com](mailto:hirinq.casa@gmail.com), noting the position in your subject line.

**Closing Date:** April 24, 2020