



Whistler Housing Authority:

The [Whistler Housing Authority \(WHA\)](#) is an organization created and owned by the Resort Municipality of Whistler to oversee the development, administration and management of employee housing in Whistler. Embracing the goal of housing at least 75% of employees locally within Whistler, the WHA continues to maintain and grow its inventory of employee restricted housing so that both long-term rental and ownership accommodations are available and affordable for local income earners and retirees.

Whistler is one of only a few resort communities in North America with an organization such as the WHA and is seen as a leader in the development and operation of a robust community-entrenched housing program.

Employee Housing Program Coordinator Job Description:

The Whistler Housing Authority has an opportunity for qualified individuals to apply for the newly created position of Employee Housing Program Coordinator. Reporting to the Operations Manager, this position offers 20 hours per week starting as soon as possible.

The Employee Housing Program Coordinator will be the primary contact for new applicants to the Employee Housing Rental and Purchase Program. Including initial program intake, this person will plan, organize and execute a wide variety of administrative functions to ensure efficient and effective operation of the Employee Housing Program. This role suits a self-motivated, progressive thinker with extraordinary communication and administration skills. The role offers a great opportunity for someone looking for flexibility and the opportunity for future growth within the organization.

Key Responsibilities of the Employee Housing Program Coordinator :

- Act as the primary point of contact for Employee Housing Purchase and Rental Program inquiries;
- Oversee verification functions for the Purchase and Rental Waitlist Applicants;
- Liaise and assist with WHA rental property management team;
- Manage day to day administration functions ;

- Assist WHA team with social media management / general statistic gathering and IT functions as needed.

Minimum Education and Professional Work Experience Required:

- Post-Secondary Education in Administration, Business, Housing, Real estate, or related field;
- Minimum three to five years of professional work experience in related fields.

Technical Knowledge and Skills Required:

- Good understanding of Whistler and the Employee Restricted Housing Program;
- Excellent oral, written and communication skills including electronic data management;
- Proven ability to manage high level confidentiality and provide exceptional customer service;
- Excellent organization and time management skills;
- Superior computer proficiency in at least MicrosoftWord, Excel and PowerPoint;
- Social media skills;
- Some I.T. management skills preferred;
- Ability to think innovatively;
- Good attention to detail and accuracy;
- Ability to collaborate and work as part of a team, as well as work well independently; and
- Meet the Canadian Permanent Residency/Citizenship requirements to be able to act as a Commissioner for taking Affidavits in British Columbia.

Interested candidates are invited to submit a resume and cover letter by email to jessica@whistlerhousing.ca **Deadline for applications is February 6th at 4:00pm.**

We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.