



## **Housing and Special Initiatives Coordinator**

30 hours per week

\$28-\$32 per hour depending on experience

Duties include but are not limited to:

- ☐ Work with the ED to understand, evolve, and implement the Affordable Housing Strategy and Golden CED Affordable Housing Program
- ☐ Support the Affordable Housing Program with research, grant writing and other administrative tasks
- ☐ Oversee the operational management of Purcell View Senior Apartments
  - This includes: managing the annual budget (with support from the ED), liaising with the maintenance and service contractors, collecting and depositing rents, managing annual rental agreements, managing policy updates, managing applications and waitlists, troubleshooting residents concerns, reporting to the ED
- ☐ Collect, record and analyze rental housing data and prepare quarterly reports
- ☐ Provide operational support for the management of the new downtown housing project (starting in late 2026)
- ☐ Manage the annual update of the local "Housing Guide"
- ☐ Organize the annual Jane's Walk Festival
- ☐ Oversee special initiatives such as short and long term projects
- ☐ Organize and participate in community engagement events as they pertain to projects/initiatives
- ☐ Attend conferences and meetings as required
- ☐ Provide monthly reporting on activities

- ☐ Provide content for communications pieces including press releases, social media and newsletters
- ☐ Work collaboratively with the Golden CED Team and community partners

**Please note:**

This position offers a flexible schedule but might infrequently require you to attend some evening or weekend events.

While some work from home days are possible, this is not a remote position. The ideal candidate will live in Golden or Area A and be committed to building long term relationships with our community partners and residents.

We are a non-profit society with annual funding contracts. Employment contracts are on a one year basis unless otherwise stated.

The position is anticipated to start as soon as possible.  
Applications will be accepted until a suitable candidate has been selected.

Please send any questions and/or your resume and cover letter to:

Jill Dewtie, Executive Director

[jill@goldenced.ca](mailto:jill@goldenced.ca)