

## Housing Coordinator

Temporary, Full-time (up to 2 years)

\$37.64 per hour

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Would you like to be part of a dynamic, fast paced, award winning local government organization? A team that prides itself on providing cost effective local government services for local residents? Do you have the right attitude, qualifications, and superior people skills for the job? If so, the City of Langford invites you to apply to be our new Housing Coordinator!

This brand-new position is an exciting opportunity to support the creation and implementation of Langford's Attainable Home Ownership Grant program! As our Housing Coordinator, you will administer and coordinate the full cycle of the program, including reviewing and approving applications from residents, coordinating legal agreements with participating developers, and preparing and presenting reports on the performance on the program.

Our ideal candidate is an excellent communicator, with the ability to build strategic partnerships and relationships with a variety of stakeholders. You are detail-oriented, have exceptional organization skills, and thorough knowledge of and the ability to apply the principles applicable to real estate transactions and contract administration. Previous experience in the real estate industry and/or program administration is an asset.

Qualifications for this position include:

- Post-secondary Degree in Business Administration, Planning, or related discipline and three (3) years' experience (or an equivalent combination)
- Valid BC Driver's license
- Thorough knowledge of the principles, practices, techniques, methods, and procedures applicable to real estate and contract administration
- Knowledge of and ability to read and interpret legal documents and agreements
- Knowledge of the principles of planning in a municipal government

This is a temporary, full-time position for up to 2 years with a salary of \$37.64 per hour and the option of participating in our comprehensive benefits plan. For full details on responsibilities and qualifications, please refer to the attached job description.

To apply, please submit your resume and cover letter by email to [careers@langford.ca](mailto:careers@langford.ca) (identify the position you are applying for in the subject line of your e-mail) or to the attention of Human Resources, City of Langford, 2<sup>nd</sup> Floor, 877 Goldstream Avenue, Langford, BC, V9B 2X8. **Applications will be accepted until noon on Friday, November 12<sup>th</sup>, 2021.**

*We thank all applicants for their interest. Only those selected for interviews will be contacted.*