



CO-OPERATIVE HOUSING FEDERATION OF BC
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TEMPORARY POSITION AVAILABLE IN CHF BC'S VICTORIA OFFICE

The Co-operative Housing Federation of BC (CHF BC) is looking for someone to fill the position of temporary, full-time Member Services Officer in our Victoria office.

Reporting to the Member Services Director in Victoria, the Member Services Officer will be responsible for CHF BC's member recruitment and loyalty programs on Vancouver Island and the delivery of select services to the Federation's Vancouver Island members. The Officer will answer inquiries from Island and mainland members and the general public, provide support to the Vancouver Island Council, and co-ordinate member events on the Island. The Officer will also support the work of the Federation's education, communication and commercial services programs generally.

We are looking for someone who has the following qualifications:

1. Post-secondary degree or diploma, or equivalent experience
2. Knowledge of housing co-op governance and management, or experience with other non-profit or affordable housing
3. Excellent spoken and written communication skills
4. Excellent member relations skills, including judgment, tact, integrity and patience
5. Exceptional telephone manner
6. Computer proficiency, including knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
7. Superior organizational, time management and multi-tasking skills

This is a temporary, full-time position, beginning on March 15, 2010 and ending on February 1, 2011. Salary is \$23.11 to \$23.71 per hour, plus applicable benefits

Interested candidates should submit a letter and resume by March 8, 2010 to the attention of Michelle Iversen at miversen@chf.bc.ca or by fax to 604-879-4611.