



Quint Development Corporation Employment Opportunity

Quint Development Corporation is a not-for-profit organization which exists to strengthen the social and economic well being of Saskatoon's five core neighbourhoods through a community economic development approach. Quint is looking for a highly motivated and dynamic individual to fill the following $\frac{3}{4}$ time position.

Affordable Housing Coordinator

Quint's Affordable Housing Program develops and operates housing opportunities for low-income families in Saskatoon's core neighbourhoods.

Duties:

- Provide support for participants in various housing initiatives
- Provide property management duties
- Assist with research projects and policy development
- Assist with the development of proposals
- Implement various housing projects.

Qualifications:

- Passionate about the principles of CED and the issues of poverty in Saskatoon
- Experience working at the community level with low-income people.
- Ability to work effectively with government, business and community
- Demonstrated experience related to affordable housing
- Experience with program management and/or supervisory skills would be an asset
- Experience with budget development and administration
- Excellent computer skills; experience working with spreadsheets
- Excellent written and oral communication skills
- Facilitation and conflict resolution skills
- Ability to work flexible hours, may include some evenings
- Knowledge of Landlord Max would be an asset
- Valid drivers license and access to a vehicle.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. A priority will be to hire staff who live in or who have extensive knowledge of the core neighbourhoods of Saskatoon.

The Closing date for this position is Wednesday March 3, 2010 at 4:00 p.m.

Please submit resumes to:

Quint Development Corporation

Attention: Laverne Szejvold

Email: qdc_quint@sasktel.net

Fax to: (306) 683-1957 Ph: (306) 978-4041

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Thank you for your interest in this position. We will only contact those applicants selected for an interview.