



K I T S I L A N O

Neighbourhood House

Rental Assistant (On-call)

Job Purpose:

Kitsilano Neighbourhood House has taken on external rentals since January 2015. This primary role would be a support person and staff presence during external rentals. This is also a great opportunity for staff who are not working full-time to gain extra hours.

Key Duties and Responsibilities

- Ensure all necessary equipment is in the rental space as included in the rental agreement
- Provide support to the renter including locating cleaning supplies in janitor closets, unlocking the garbage bin , resetting fuse boxes etc.
- Calling Property Management company in the event of a building emergency
- complete condition report before and after the rental when applicable.
- Ensure the space has been properly cleaned to our standards and rental equipment has been put back in its original location
- Disarming and arming the security alarm at the beginning or end of a rental
- Set up Audio/Video equipment for renter/event
- Showcase rental spaces to potential renters
- Other duties as assigned

Qualifications

- Strong personal leadership skills with ability to inspire and motivate others
- Experience with Computer-based systems
- Post-secondary education, preferably a bachelor's degree in office administration or similar
- Creative and able to create a fun and collaborative work environment
- Commitment to lifelong learning
- Basic understanding of sale principles and customer service practices.
- This position may be required to assist with set-up of tables, chairs and other room equipment. Requires lifting up to 25lbs
- Ability to work evenings and weekends, flexible to cover sick and vacation leaves

We offer a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal development and growth.

Kitsilano Neighbourhood House is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment

Job Details:

Salary: OP1, \$20.14/ hour, Annual Salary \$36,799

Schedule: Evenings and weekends, flexible to cover sick and vacation leaves

Location: Kits House 2305 West 7th Ave, Vancouver

Expected Start Date: ASAP

Submit resumes and cover letters by email to christaw@kitshouse.org

***** No phone calls please *****

We thank all applicants; however, only those candidates to be interviewed will be contacted. Previous applicants need not apply.

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about ANHBC and the Kitsilano Neighbourhood House, please visit www.anhbc.org.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Centre

