

## THE AGENCY FOR CO-OPERATIVE HOUSING

With its head office in Ottawa, the Agency for Co-operative Housing administers the operating agreements between Canada Mortgage and Housing Corporation (CMHC) and more than 500 housing co-operatives. We have regional offices in Calgary, Vancouver and Toronto.

### Two Relationship Manager Positions

B.C / Alberta and Toronto / Ottawa  
37.5 hours per week

Reporting to the Manager, Operations for Ontario / PEI or the Manager, Operations for the Prairies / B.C., the Relationship Manager monitors the compliance of co-op housing clients with their operating agreements, while developing a productive working relationship with each one. They review the risk rating assigned to co-ops in order to help them improve their results. They monitor compliance with workout conditions and implement approved intervention protocols, on request. The relationship manager is a self-starter who works well both individually and with a team.

The successful candidates have

- significant experience in property management or in managing housing co-ops or non-profit housing organizations
- excellent analytical and financial skills
- knowledge of accounting principles relating to property management
- experience in applying regulations, policies and/or legislation
- excellent oral and written communication skills, including plain-language writing
- a university degree or equivalent experience.

They have demonstrated high-quality client-service skills, as well as interpersonal and conflict-resolution skills. Their excellent time management enables them to juggle many priorities in an efficient manner.

They communicate effectively in English. A thorough working knowledge of federal programs and legislation affecting housing co-operatives is an asset.

The Agency for Co-operative Housing is committed to employment equity and encourages applications from all qualified candidates. Recruitment-related accommodations will be provided upon request.

**If interested, please send your resumé to [smoreau@agency.coop](mailto:smoreau@agency.coop). We will contact only those candidates whom we wish to interview.**

**[agency-public.coop](http://agency-public.coop)**