

The Position

The Jerry Forbes Centre for Community Spirit: A Capital Campaign for 630 CHED Santas Anonymous and the Christmas Bureau of Edmonton is looking for a skilled and professional program coordinator to join our Tenant Selection team. Under the new governing body of the Jerry Forbes Centre Foundation, this Tenant Selection team is a volunteer group that is part of the Centre Policy and Management Committee. The position works with non-profit tenant applicants through each step of the process to evaluate their suitability for tenancy using the Tenant Policy and Process defined.

Duties and responsibilities

General

- Works closely with non-profit organizations; handles communication by telephone, email, in-person and in writing
- Is responsible for management of the data and paperwork associated with tenant applicants as they progress from the Application to 'Intent-to-Lease' and final lease steps for tenancy in the Jerry Forbes Centre
- Research non-profit organizations and their programs to create a clear picture of program/applicant suitability
- In partnership with a volunteer on the Committee, makes recommendations for tenancy
- Produces letters for each step of tenancy as required and communicates professionally when dealing with sensitive issues of tenant programs, use-of-space and more
- Updates tenant database and compiles weekly or monthly reports as required for committee approval
- Appointment scheduling and site visits
- Maintains the Jerry Forbes Centre space map detailing committed, pending or available lease space

Qualifications

- Ability to work professionally with Executive Directors and Board members of non-profit organizations
- Knowledge of the non-profit sector and community groups
- Diplomatic and professional in communication and discussions with potential non-profit tenant applicants
- Skilled use of MS office products
- Exceptional written communication skills to help in creating marketing materials
- Ability to flex time as required for site visits to non-profit organizations
- Clear criminal record check
- Requires personal vehicle

Hours of Work

- One day a week or more for 3 months; very likely to become a funded position for 6 months January 2014; would consider your suggestions for time.
- Some potential to work partially from home

About the Jerry Forbes Centre for Community Spirit

www.jerryforbescentre.ca

The Jerry Forbes Centre Foundation is newly founded as a Society in January 2012 and is spearheading the Capital Campaign to construct the Jerry Forbes Centre for Community Spirit: a 70,000 square foot multi-tenant, non-profit centre and volunteer workshop.

Mission: To provide healthy, affordable and vibrant work spaces for Edmonton non-profit organizations, as we dream, grow and work together.

Vision: To create a legacy of volunteerism in Edmonton, fostering collaboration between non-profit organizations by developing a sustainable, multi-tenant centre promoting synergy, innovation and community spirit.

Once constructed, the Jerry Forbes Centre for Community Spirit will become a small, working village of charitable organizations sharing resources and talents for enhanced program delivery. It will provide affordable and dynamic office and warehouse space to non-profit organizations in need -- and become a legacy of goodwill for decades to come.

It is anticipated the Centre will have up to 20 organizations sharing space in the office and many more seasonal users in the warehouse.

Contact

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