



**For three decades, RhPAP – Alberta’s Rural Health Professions Action Plan** has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991, and originally focused on supporting practising rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, as well as a trusted collaborative partner for rural Alberta communities trying to achieve greater access to health care.

RhPAP is currently recruiting for a full-time **Housing Coordinator**. Reporting to the Manger of Housing, the Housing Coordinator is responsible for managing housing needs for medical students, medical residents, rural residents, integrated clerkship students, Royal College residents, nursing and pharmacy students and other health professionals who are in rural rotations requiring housing, ensuring all properties are well maintained and in good standing.

We are seeking a strong professional who is flexible, comfortable thinking outside the box, and embraces an inventive mindset when identifying new approaches. This position requires strong proficiency in digital platforms, the ability to troubleshoot and fix problems and to be a team player. Flexibility is essential, along with the ability to assess and respond to situations in the dynamic environment. They must have demonstrated proficiency working under pressure and within strict deadlines, a willingness to take ownership of challenges and work to develop solutions and a keen sense of attention to detail.

To develop long-term relationships, the successful candidate must possess outstanding facilitation and communication skills. Critical thinking and the ability to make informed decisions is crucial. Being approachable, personable, and collaborative is vital.

Responsibilities of the position include but are not limited to: coordinating and scheduling use of available accommodations; setting up or terminating accounts for Internet, water, electricity, gas etc. and monitoring accounts for potential issues.; purchasing or moving furniture and housing supplies and coordinating delivery and/or travel to community to complete move and physical set-up; coordinating housing schedules with students, cleaners, landlords and keyholders; inputting all housing data, learner details and rotations into CRM software, maintaining a detailed and up-to-date accommodation booking schedule; processing rent payments to all landlords; reviewing the budget, university schedules and other RhPAP considerations to determine if appropriate to proceed with new leases, closures or property relocations; attending events, as required; and other duties as assigned.

As an ideal candidate, you should:

- Have experience living and working in rural Alberta
- Understand the unique challenges and successes found in rural health-care/rural communities
- Hold a post-secondary degree
- Have a minimum three (3) years’ experience in property management
- Possess basic knowledge of accounting
- Demonstrate strong time-management skills
- Have exceptional customer service skills



- Effectively communicate and practice active listening
- Have advanced knowledge of Microsoft Office 365
- Like to work independently yet be an integral part of a team

The successful candidate must have the ability to travel throughout the province, possess a valid driver's license and have access to a reliable vehicle. The ability to work flexible hours, as evening and weekend work may be required is a must.

To apply in complete confidence, please email a cover letter and resume as one PDF to [collette.featherstone@rhpap.ca](mailto:collette.featherstone@rhpap.ca) with the subject "Housing Coordinator" by 4:00 PM MST January 30, 2023:

We will consider applications on a rolling basis and may not wait until the application deadline to interview suitable candidates and extend offers, so we encourage you to apply as soon as possible. No calls please.