

Property Manager (Non-Profit)

Beach United Church (BUC) seeks a Property Manager to lead the Property Care team, and support renters and volunteers as they plan events and use the space at BUC.

The ideal candidate can juggle multiple projects simultaneously, has a thorough understanding of building care and cleaning, is committed to a high level of customer service, and is able to work collaboratively with a small team of employees and volunteers.

The position requires a commitment of 25 hours per week. The annual salary, based on qualifications and experience, will be between \$28,700-32,500 per year plus United Church benefits which include health benefits and pension.

Responsibilities

- Cleans the building and surrounding site and supervises a team of property care staff.
- Supports users of church space during events (e.g., provide access, support use of building systems, arrangements, security.)
- Maintains building and building systems to standards and ensures building security.
- Regularly inspects building systems, including heating, cooling, lighting and alarm systems, etc. to make sure they are in good working order.
- Ensures cleaning equipment is maintained and in good working order.
- Maintains the stock of cleaning supplies and tools for staff use, monitoring and reordering as required.
- Identifies, schedules, and supervises contractors for building, property and equipment maintenance and repairs
- Adheres to all relevant safety policies to create a safe working environment

Education & Experience

- Previous experience in property and building care, successfully supervising staff.
- Previous experience in dynamic, creative non-profit environments would be considered an asset.
- Previous experience working within a church or non-profit is not required.

Required Skills & Job Knowledge

- An in-depth understanding of maintenance and cleaning procedures.
- Ability to carry out minor repairs to building and equipment, e.g., drywall patching, painting, minor carpentry, plumbing.
- Problem-solving skills for addressing maintenance and safety concerns.
- Strong verbal and written communication skills for giving instructions to contractors and property care team.

- Customer service skills for positive dealings with renters of the building and church volunteers
- Research and networking skills for sourcing the best external contractors
- Skilled at planning and managing time effectively
- Strong ability to multi-task, set priorities, and work within conflicting demands and constraints
- Excellent relationship builder with the ability to work collaboratively while demonstrating leadership.
- Enthusiastic about working in a fast-paced, deadline driven environment, where flexibility and teamwork are required.
- Willing to work weekends or evenings, as needed.
- First aid knowledge an asset.

About Beach United Church

Beach United Church in the Beaches neighbourhood of Toronto is a progressive community hub. In addition to providing spiritual development and worship services typical of church communities, we support a wide range of activities related to environmental, social justice, and community issues. These activities include concerts and musical performances, food and housing security services, and camps and programs for children.

Our vision is of a church that engages people to find increased meaning in their lives, develop a stronger sense of community, and engage in projects in which they can have a meaningful impact.

The modern, flexible church building at 140 Wineva is environmentally sensitive and accommodates a wide range of uses. Extensive rental access is provided to community groups whose purpose broadly aligns with the values and mission of Beach United Church.

BUC is an open, equity-supporting church and employer. We welcome applications from all interested persons holding the qualifications outlined. Our building is fully accessible.

Applications

Applications should include a resume and a cover letter indicating the position(s) for which you are applying. We thank all those who apply but regret that we may only be able to reply to those who are being called for an interview.