



PROJECT AND FACILITIES MANAGER

18 month contract

Family Transition Place (FTP) is working to raise respect and eliminate violence in the community by providing shelter and counselling to women who have experienced gender-based violence and delivering skill-building violence prevention workshops to youth and adults in Caledon and Dufferin.

We have an opportunity for a Project and Facilities Manager. As a member of the Leadership Team, this position will support the agency's operations by managing construction projects and overseeing Facilities Program employees to ensure the safety, cleanliness and security of 20 Bredin Pkwy, second stage houses and satellite offices in Shelburne and Bolton.

RESPONSIBILITIES:

Project Management

- Knowledge of managing construction projects of new and existing facilities together with external construction development leads
- Work with Program Supervisors to develop contingency plans for service provision during all maintenance and renovation activities
- Communicate with internal and external stakeholders to provide updates on agency impact
- Ensure approved budgets and deadlines are met and communicated with Leadership Team
- Support the agency through change management for renovation project integration and impacts

Facilities Management

- Oversee and manage facilities and special construction project budgets
- Working together with the Facilities Supervisor, establish and direct department priorities including managing all agency and client maintenance requests
- Prioritize and schedule service calls as needed
- Oversee and negotiate maintenance and service contracts
- Update and maintain facilities manual and building floor plans, as necessary

QUALIFICATIONS

- Post-secondary education or training in facilities or property management is an asset
- 3–5 years' experience managing a facility, especially a residential setting, is preferred
- Proven experience in large scale project management
- PMP certification preferred
- Experience negotiating with trade contractors and project managing renovations or repairs
- Experience using Adobe Illustrator an asset
- Proven skills to problem solve under pressure

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243
www.familytransitionplace.ca Charity BN: 107376378RR0001





- Professional attitude, self-starter, and flexible.
- Strong communication skills, follow through capability and attention to detail
- Maintain a current understanding of feminist philosophy
- Works from an Anti-Racism Anti-Oppression (ARAO)/Intersectionality lens
- Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of employment
- Valid driver's license and insurance

Hours of Work:

- 35 hours per week, Monday through Friday with some weekends and evening hours as required

The successful candidate will join a compassionate, caring and forward-thinking team of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Colour, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

Please forward your Resume by 4 p.m. on Monday, August 8, 2022 to:

jobapplication@familytransitionplace.ca

Fax: 519-942-8243

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