

Employment Opportunity

PROPERTY MANAGER

St. James Parish

2118 Adjala Tecumseth Townline Tottenham, ON L0G 1W0

Temporary Part Time (15 hours per week) - 1 Year Contract

Replacement Position

Target Hiring Salary: \$28 – \$30 per hour

Overview:

Reporting to the Pastor, the incumbent will oversee property management duties related to various properties associated with St. James Parish, including building maintenance and repair, security, property and equipment management, as well as developing and implementing operational policies and procedures.

This is a one-year contract position subject to renewal based on the needs of the parish and the discretion of the Pastor.

Responsibilities:

- Collaborate with office and custodial staff as well as parish volunteers with regards to building maintenance and repair, equipment and supplies procurement, health and safety, and developing and implementing operational policies and procedures.
- Oversee ground maintenance and preventive maintenance for various locations.
- Control all security requirements for various locations.
- Provide support to various properties related to St. James Parish with respect to building maintenance and repair, office equipment requirements and operational issues.
- Negotiate various contracts and agreements to support building and safety issues.
- Assist in establishing yearly budgets and monitoring the budget on a monthly basis.
- Provide project management services in collaboration with the Archdiocese of Toronto, Parish Bookkeeper and the Pastor for various properties related to St. James, which will involve but not be limited to relationship management; garnering and evaluating quotes; and arranging for and supervising various outsourced services, including maintenance and cleaning, groundskeeping, trades for small projects and repairs, and building security systems.
- Liaise with architects and consultants concerning renovation and restoration projects for the various buildings and properties associated with St. James.
- Attend meetings and attend to communications related to property management on behalf of the Pastor.
- Ensure that St. James and its related properties are in compliance with applicable employment legislation and Archdiocesan HR Policies and Procedures.
- Other duties, as required

General Requirements:

- College or university certification in a related field.
- A minimum of five years of related experience.
- Excellent people management skills, displaying tact and professionalism in dealing with employees, volunteers, donors, customers, agencies, and vendors.
- Experience in property management; knowledge of heritage buildings an asset.
- Purchasing certification an asset.
- Skilled at managing multiple projects, facilitating participation, co-responsibility, and collaboration.
- Excellent public speaking and presentation skills in both a professional setting as well as within ministry.
- Leadership skills and a minimum of three years of supervisory experience.
- Microsoft Office proficiency.
- Good stewardship skills and an ability to negotiate.
- Strong written and verbal communication skills.
- Able to take initiative and remain calm during stressful situations.
- Problem-solving skills.
- Ability to work independently and as part of a team.
- Flexibility in work scheduling and willingness to address immediate, unplanned demands that will arise through course of normal business.
- Knowledge of building code requirements and Health & Safety regulations.
- Knowledge of the structure and culture of the Catholic Church and respect for its leadership and parish clergy.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Eric Mah** at **stjamesco@archtoronto.org**. Deadline for receipt of applications is **April 18, 2025**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.