

Internal/External (Métis Intern Candidates)

Full-time/Term (1-year)

Location: Thunder Bay, Ontario

Remote Work: Fixed (fully in-office role, no regular remote-work available)

Closes: May 30, 2023

Starting Salary: \$47,540, per year based on experience. [2023 Rates]

To qualify for this position applicants must be indigenous or MNO Citizens as per the MNO Bylaws and who are in good standing.

What We Offer

As an employer, the Métis Nation of Ontario offers a collaborative work environment with competitive salary.

Further, contract employees benefit from:

- Optional pension plan
- 4% vacation pay
- Annual paid two-week holiday closure in December-January
- 16 paid public and employer holidays
- Early closures on long weekends
- 15 paid health & wellness days (sick leave)
- Employee Assistance Plan
- Telemedicine plan
- Preferred membership pricing at Goodlife gyms
- Vehicle mileage allowance

The Role

The Property Administrator will oversee coordination and support within the Thunder Bay Community Center on-site at the Thunder Bay office. Reporting to the Operations Manager, the PA is responsible for a variety of services related to the operation of residential housing properties in the not-for-profit and market-rent sectors.

Duties and responsibilities include, but are not limited to tenant and client relations, scheduling contractor work, sending notices to tenants, liaising with governments (Municipal, federal and Metis), preparing documentation to support hearings at the Landlord & Tenant Board, complying with the RTA (where applicable), vacancy reporting, bank deposits, accounts receivable (A/R) reporting, accounts payable (A/P) processing, budgeting, supplier invoices, rent roll review and production, communication, administration functions relating to paralegal services and general office administrative duties.

The property administrator will assist the property inspector when required or in the absence of the property inspector perform indoor/outdoor inspections to minimize safety hazards, determine maintenance needs at the Thunder Bay Community Centre and ensures that the Thunder Bay Community Centre complies with Health and Safety Act and all other regulations.

General Responsibilities:

Review areas and NSF listing monthly

Coordinate and document repayment agreements with each tenant where appropriate

Advise management and paralegals of required legal action for delinquent account according to SOP schedule

Complete and send all N4 notices to tenants according SOP schedule

Liaise with paralegals to manage on-going legal issues from start to resolution

Respond to all tenant inquiries via email, voicemail or mail within 24 hours

Assist Property Inspectors with administrative requests such as Notice of Entry/mail outs, etc.

Offboard tenant move-outs in Building Management System and according Property Administrator Guidelines document

Perform annual income review according to SOP schedule. Verify supporting documents

Generate month end reports for management

Coordinate with Property Inspector to make regular updates to KPI report

Assist with leasing duties in the absence of Leasing Administrator

Participate in the after-hours emergency on-call schedule

Performing other duties and responsibilities as assigned by the Operations Manager or designate(s)

Respond to after-hours onsite emergencies

General Responsibilities (Thunder Bay Community Centre)

Assist the property inspector when required

Coordinate with trades and contractors to facilitate necessary maintenance activities

Handle walk-ins and address general concerns

Coordinate with MNO for onsite program events, activities and general access

Manages the phone system as well as internet access using 3rd party contractors and internal MNO IT as necessary

Oversee the installation, maintenance, and repair of equipment and machinery as instructed by management

Troubleshoot and respond to after-hours issues if the property inspector is not available (heating, security, vandalism, plumbing, etc.)

Collect, sort and distribute building mail

Manage parking – Enforce monthly public parking spot rentals. Ensure MNO staff have parking

Qualifications

Strong desire to act in the service of the Métis Citizens, to advance and uphold rights and culture.

Additional preference will be given to applicants with a high degree of digital literacy in MS Office, Excel, Word and experience in a professional work setting.

Knowledge of Métis culture, history and way of life

To meet funding parameters, candidates must self identify as Métis or being a Métis Nation of Ontario citizen.

- Graduated within the last year.
- Education in the field of study relevant to the Internship
- Demonstrated ability to be confidential, responsible, reliable and professional
- Proficiency with computer programs (Outlook, Excel, Word, and PowerPoint)
- Availability to work evenings and weekends with travel to various locations
- Excellent oral and written communication skills
- Demonstrated organizational and time-management skills
- Committed to working as a valuable and cooperative team member
- Ability to accomplish tasks with little direct supervision
- Ability to effectively and courteously interact with the public
- Able to work a flexible work schedule

Minimum qualifications

Advanced knowledge of MS Office (Excel, Word) and a high degree of digital literacy. Willingness and ability to adapt to and learn new software

Excellent communication and negotiation skills

Ability to work well under pressure and meet set deadlines while maintaining a high level of accuracy

Customer service orientation experience an asset

Demonstrated problem-solving, time management and analytical skills to prioritize workload pressures and deadlines

High school diploma

Requirements

Must have reliable vehicle

Familiarity with the Residential Tenancies Act, Landlord and Tenant Board and Geared to Income Housing criteria

Experience working with tenant, leasing or property management systems (Yardi, Arcori, Property Vista, etc.)

Who We Are

In 1993, the Métis Nation of Ontario (MNO) was established through the will of Métis people and Métis communities coming together throughout Ontario to create a Métis-specific governance structure and vision, encapsulated in the Statement of Prime Purpose. Today, the Métis Nation of Ontario represents over 25,000 Métis citizens.

The MNO delivers programs and services to its citizens through these branches: Healing and Wellness; Community Wellbeing; Education and Training; Housing; Lands, Resources and Consultation; Intergovernmental and Community Relations; Self-Government and Registry. Through these various branches, the MNO maintains 30+ offices and community spaces across the province, administers over \$50 million annually, and employs about 350 staff across the province.

AODA Statement

The Métis Nation of Ontario commits to providing accommodation as required by the Ontario Human Rights Act, unless to do so would cause undue hardship. Accommodations will be provided in accordance with the principles of dignity, individualization, and inclusion. The Métis Nation of Ontario will work cooperatively and in the spirit of respect with all partners in the accommodation process. These accommodations will extend to all aspects of the employment relationship including recruitment and selection.

Please email humanresources@metisnation.org if you require an accommodation during the hiring process.

Please note, all employees, regardless of role or location, are required to be fully vaccinated for COVID-19, unless the employee has a valid medical exemption. This condition of employment is effective for all employees, full or part-time, permanent or contract, whether working remotely or not, as of November 1, 2021.