Suite 615, 100 Park Royal South
Sḵwx̱wú7mesh Traditional Territory
West Vancouver, BC, V7T 1A2

www.ahma-bc.org
Office: 604 921 2462
Toll-free: 1 888 921 2462

Aboriginal Housing Management Association
Over 30 years of Indigenous housing expertise

JOB POSTING – *PROJECT COORDINATOR*

October 6, 2026

Please submit your application to:
jobs@ahma-bc.org

This posting will remain open until ***October 27, 2026***

We thank all applicants for submitting their applications; however, only those candidates who clearly indicate in their applications how they meet the qualifications for this position will be considered. Please note that a criminal record check may be performed as part of the final selection process.

About AHMA
Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) has over 30 years of expertise in advancing housing rights for Indigenous Peoples. We are Canada's first For Indigenous, By Indigenous housing authority. AHMA members manage over 95% of all Indigenous housing units located off-reserve in BC and AHMA administers funds for almost 10,000 Indigenous individuals and families living in urban, rural, and northern parts of the province. We also advocate broadly for Indigenous housing, provide operational guidance, conduct research, support asset management, and much more.

To learn more about AHMA and what we do, please visit our website at:
www.ahma-bc.org

Overview:

Ha7lh skwáyel– *Squamish for "Good morning/afternoon."*

As a member of the Asset Strategies Branch, and reporting to the Manager of Engagement and Technical Services, the ***Project Coordinator*** contributes to the organization's success by providing a wide range of administrative support for services and initiatives delivered by the Asset Strategies branch. These initiatives include procurement, financial administration, reporting, stakeholder and member engagement, and the maintenance of policies, procedures, and templates

Location and Salary:

This is a full time employment with remote work based in the Province of British Columbia or a hybrid office-based position in West Vancouver. Some provincial travel may be required.
Salary: $78,000 - $99,000

Who we are looking for:

Education & Experience

- Minimum 2 years' proven experience in administration and data management.
- Minimum 2 years' proven experience in client service and providing training support to stakeholders.
- Post-secondary diploma or degree in a field relevant to the responsibilities and requirements of the position.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Possession of a valid BC Driver's License and a reliable vehicle.

For more information about the key responsibilities of this position, as well as the knowledge and skills required, please see below.

(A combination of education and experience may be taken into consideration.)

Critical Success Factor:

The core of our business is serving Indigenous communities; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people and culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – *Squamish for "We are thankful to you all."*

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JOB DESCRIPTION - PROJECT COORDINATOR

Reports to: Manager, Engagement and Technical Services
Updated: October 2026
Location: Remote within BC

ROLE DESCRIPTION

Reporting to the Manager of Engagement and Technical Services, the Project Coordinator contributes to the organization's success by providing a wide range of administrative support for services and initiatives delivered by the Asset Strategies branch. These initiatives include procurement, financial administration, reporting, stakeholder and member engagement, and the maintenance of policies, procedures, and templates.

KEY RESPONSIBILITIES

Technical Support

- Coordinate procurement processes for building assessments, studies, and consulting services, working closely with the Portfolio Condition Manager and Project Managers.
- Support contract administration by maintaining records, tracking deliverables, coordinating agreements, and processing invoices.
- Serve as a primary administrative contact for funding partners and program stakeholders, supporting funding applications, reporting requirements, financial reconciliations, and project planning activities.
- Maintain and support AssetPlanner and related software systems, including user support and data management.
- Maintains an enhanced working knowledge of AssetPlanner software to support administrative functions and aid with routine system inquiries, reporting, and information retrieval as required.
- Monitor project progress and prepare reports, updates, and metrics for funders, partners, and internal stakeholders.
- Identify and recommend improvements to assessment processes, technical services, and member support to enhance service quality and efficiency.

Engagement Coordination

- Build and maintain positive relationships with members, Indigenous housing providers, funders, consultants, government agencies, and sector partners, including organizations such as BC Housing, BC Non-Profit Housing Association (BCNPHA), CMHC, BC Hydro, and FortisBC.

- Coordinate member engagement initiatives that support AHMA's strategic priorities, programs, and funded projects.
- Develop engagement plans and outreach strategies in collaboration with project partners and funders.
- Coordinate engagement activities, including meetings, workshops, focus groups, surveys, events, and communications campaigns.
- Coordinate communications with members, clients, and partners to ensure timely responses, information sharing, and project updates.
- Ensure engagement activities are delivered in a culturally safe, trauma-informed, and member-centred manner.

Department Support

- Coordinate department reporting, including newsletters, reports, budget tracking, strategic plan updates, and progress reports.
- Create, maintain, and improve department policies, procedures, templates, and reporting tools to support consistent service delivery.
- Develop, organize, and maintain department resources, templates, procedures, and documentation in the Staff Resource Centre.
- Monitor data quality and maintain accurate project records, databases, and reporting information.
- Coordinate meetings, take notes, prepare documents, track action items, and provide administrative support to the Manager, Engagement and Technical Services.
- Provide staff support for technology equipment, software, mobile devices, and telework tools, including coordinating setup, training, and troubleshooting with vendors and service providers.
- Provide backup support for website updates, newsletters, and social media communications.

In addition to the key responsibilities described, all members of the Asset Management team are knowledgeable about the responsibilities of all team members, provide cross-over support for their duties as needed, and support the completion of organizational goals not defined here.

KNOWLEDGE, SKILLS & ABILITIES

- Strong attention to detail and ability to manage a large database of data.
- Strong interpersonal skills and positive work ethic.
- Strong computer skills in Microsoft Office, project management, and asset management software.
- Well-developed skills in prioritizing, organization, decision making, and time management.
- Excellent verbal communication and telephone skills, with the ability to build positive relationships with members, partners, and stakeholders.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, able to adapt effectively to challenging and emergency situations.

- Ability to create strong strategic relationships and partnerships with internal and external stakeholders.
- Excellent analytical skills with the ability to analyze situations accurately and effectively.
- Proven adaptability to differing cultural and business environments.
- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment.
- Ability to work independently and successfully meet quotas.
- Ability to work effectively in a remote environment, including maintaining a reliable high-speed internet connection and a suitable home workspace.
- Able to travel and work periodic evenings and weekends.
- Ability to travel within BC as required.

EDUCATION AND EXPERIENCE

- Minimum 2 years' proven experience in administration and data management.
- Minimum 2 years' proven experience in client service and providing training support to stakeholders.
- Post-secondary diploma or degree in a field relevant to the responsibilities and requirements of the position.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Possession of a valid BC Driver's License and a reliable vehicle.

CRITICAL SUCCESS FACTOR

The core of our business is serving the Aboriginal community; therefore, a critical success factor for anyone who joins the AHMA team is an in-depth understanding of Aboriginal people and culture, preferably with strong connections to British Columbia.

Team members are expected to have gained this understanding through lived experiences, whether from being of Aboriginal ancestry or from working closely with Aboriginal communities. When hiring, preference will be given to candidates who are of Aboriginal ancestry.