

Employment Opportunity

Condominium Manager Project Coordinator (Term Position)

The opportunity

Do you want to contribute to the regulatory model for the licensing of condominium managers? Do you thrive in a fast-paced, constantly evolving industry? Do you want to use your expertise to help protect the public interest? If yes, this might be the career opportunity for you.

The Alberta Government passed amendments to the *Condominium Property Act* and the *Real Estate Act*. These amendments require the licensing of condominium managers. The legislation delegates the Real Estate Council of Alberta (RECA) the authority to govern the activities of individuals who provide condominium management services to condominium corporations.

RECA is seeking an experienced condominium manager to serve as RECA's Condominium Manager Project Coordinator. This person will help implement the governance model for condominium managers. The Coordinator is an important resource in the delivery of RECA's core services to support RECA's strategic and business plans.

This full-time, term employment opportunity (effective to Dec. 31, 2019) offers a comprehensive benefits package including health and dental coverage, and 3 weeks' vacation.

Role & responsibilities

- supports the work of the RECA Condominium Managers Implementation Advisory Committee, including drafting written materials
- makes presentations on condominium management and regulatory issues, and liaises with existing and potential condominium managers, industry groups, and other stakeholders
- oversees the implementation plan for the regulating and licensing of condominium managers
- assists condominium managers in understanding the licensing and education requirements, and processes to qualify for a licence from RECA

- responds to condominium manager inquiries
- writes briefing notes, papers, articles, bulletins, policy documents and acts as internal subject matter expert in the development of resources for the condominium manager industry

Skills & qualifications

- university bachelor's degree in arts, real estate, business, or other relevant university degree or post-secondary education relevant to the industries RECA governs
- experience as a condominium manager, condominium corporation board member, or other field related to condominium management
- knowledge of the condominium and real estate industry and related legislation
- experience working with Councils, Boards, and Committees
- experience in a regulatory environment or similar environment is an asset
- experience in leadership roles
- demonstrated ability to analyze problems and respond with pragmatic advice
- strong writing, research, strategic thinking, and synthesis skills
- excellent multi-tasking, organizational, and time management skills
- detail oriented and adapts easily to shifting priorities in a changing environment
- excellent interpersonal and communication skills with proven customer service skills
- proficiency with Microsoft Office

How to apply

If you think this is the job for you, please email your cover letter and resume to Human Resources at hr@reca.ca. The application deadline is **July 29, 2018**. Please include "Condominium Manager Project Coordinator" in the subject line of your email. We thank all applicants for their interest. We will contact only those individuals we are considering for interviews.

About us

RECA is an independent, progressive, and innovative non-government organization, and is the standards-setting governing body for real estate brokers, mortgage brokers, property managers, and real estate appraisal professionals under Alberta's *Real Estate Act*. RECA's mandate is to protect consumers and to provide services that enhance and improve the industry and the business of industry professionals. For more information about RECA, visit our website at www.reca.ca.