301-128 W Pender St, Vancouver, BC V6B 1R8
Main: 604-606-0300
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THE BLOOM GROUP
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JOB POSTINGS – CURRENT VACANCIES
Date Posted: November 4, 2026
Deadline for submission: November 17, 2026
Open to: External Applicants

POSITION:	**Assistant Coordinator**
DEPARTMENT:	Affordable Housing – Nicholson Tower and The View
AFFILIATION:	Excluded
POSTING NUMBER:	26-43
SALARY RANGE:	$58,000–$65,000 annually ($4,833–$5,416 monthly)
DURATION:	9 months
STATUS:	Temporary Full-Time
SCHEDULE:	Typically, Monday to Friday, 9:00 a.m. to 5:00 p.m., some flexibility may be required.
WORK LOCATION:	Work hours will be split between Nicholson Tower and The View.
START:	ASAP

JOB SUMMARY:

Reporting to the Affordable Housing Manager and the VP, Real Estate and Facilities, the Assistant Coordinator works collaboratively as a member of an integrated services team of professionals within the organization to provide administration support, resident support and janitorial services to residents and facilities in the Bloom Group Affordable Housing programs. This position facilitates the administration of paperwork and the overall cleanliness of the site.

The Assistant Coordinator is accountable for:

- Building and Tenant Administration & Operations
- Building Janitorial Maintenance
- Quality Assurance

DUTIES/RESPONSIBILITIES:

1. Assist with selection process for new tenants, collect necessary paperwork, type and sign tenancy agreements and other move in paperwork with new move ins prior to Affordable Housing Coordinator's approval.
2. Collecting rent, distributing communications, providing keys, fobs and laundry cards as needed.
3. Tenant relations, interacting and assisting tenants as necessary, maintaining respectful communication while assisting with and addressing tenant queries and concerns.
4. Performs annual income reviews and rent increases when applicable, includes sending notices/instructions regarding review/reviewing income and investment documents/meetings with

tenants once complete for signatures on their Annual Income Declaration/PAD/EFT updates/entering all information in Arcori.

5. Performs other clerical duties such as filing records and documents, scanning, faxing and photocopying.
6. Compiles information as required, assists with RTA Arbitrations and Supreme Court filings, when needed.
7. Provides coverage for the Affordable Housing Coordinators, as required.
8. Taking after hour emergency calls as needed for The Bloom Group DTES sites.
9. Liaising with suppliers, trades and contractors to schedule appointments and provide access to the property and suites when necessary.
10. Completing janitorial and minor maintenance duties, changing light bulbs, minor plumbing, attempting to unblock a sink or a toilet prior to dispatching a plumber, including but not limited to the following:
    a. Walking each site at the beginning of each shift to assess anything needing your attention.
    b. Cleaning common areas and offices.
    c. Vacuuming, mopping and waxing floors.
    d. Wall and window washing.
    e. Cleaning spills and refuse removal.
    f. Inventory of cleaning supplies.
    g. Limited winter grounds maintenance, spreading ice melt, and snow removal at entrances.
11. Help ensure the building and tenants are safe and the building is well maintained. This includes monitoring CCTV footage when a security breach is suspected, and initiating police contact or other emergency services when there is a perceived threat, or an offence has been committed. Identifying person(s) not legally permitted to reside with a tenant and take necessary action when needed. Entering service requests and following up to ensure they have been completed prior to closing them. Being informed and staying up to date with the Residential Tenancy Act as it pertains to tenancies.
12. Other duties as directed.

EDUCATION/PREVIOUS WORK EXPERIENCE:

- Minimum grade 12 education.
- Arcori Property Management Software knowledge is an asset.
- Building Manager Certificate is an asset.
- WHMIS certification, First Aid, and Nonviolent Crisis Intervention Training is needed or will be provided.
- One year's recent experience working with building/tenant administration, or an equivalent combination of education, training and experience may be considered.

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ABILITIES/SKILLS:

- Ability to communicate effectively in English verbally and in writing.
- Skilled in cleaning and maintaining the assigned buildings.
- Computer literate in Microsoft 365, Word, Outlook.
- Ability to take initiative and work with minimal amount of supervision.

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To apply: Please apply via the job application form on The Bloom Group website https://thebloomgroup.org/ or contact careers@thebloomgroup.org

Thank you for your interest in a career with The Bloom Group.