

WE'RE HIRING

Housing Operations & Administrative Support

Help us keep our housing programs running smoothly. You will organize practical tasks, support our team, and work respectfully with the people we serve.

HOURS	PAY
21 paid hours a week, over 3 days	\$26.50/hr to start; \$28/hr after successful 3-month probation
SCHEDULE	START DATE
Three 7.5-hour shifts, each with a 30-minute unpaid meal break	November 30, 2026 (anticipated)

WHAT YOU'LL DO

- Arrange approved maintenance, home visits, repairs and inspections; follow up on what is done.
- Help with moves, keys, supplies, utilities and property records.
- Keep office records, invoices, schedules and task lists organized.
- Help with volunteers, events, communications and approved fundraising activities.

WHAT WE'RE LOOKING FOR

- Experience in office, housing, social services, property management, or similar work.
- Ability to stay calm, listen, and set healthy boundaries when situations are difficult.
- Understanding of trauma-informed approaches, cultural humility, and respect for Indigenous communities.
- Good communication, computer, organization and follow-through skills.
- A reliable vehicle, valid licence, insurance and satisfactory driving record for local visits

WORKPLACE AND OTHER DETAILS

Office work plus visits to homes across the Comox Valley

Travel Allowance: Dawn to Dawn provides a vehicle allowance of \$70 biweekly when an employee is required to use their personal vehicle for approved work-related travel. The allowance is intended to contribute toward vehicle operating costs associated with job duties. The amount may be reviewed if travel requirements change significantly. Appropriate vehicle insurance and a valid driver's licence are required. Position funding is reviewed every six months; this does not automatically end employment. This is not an emergency-response role. Criminal record screening is required. We value work, community and lived experience.

HOW TO APPLY

Send a résumé and a short introduction to director@dawntodawn.org

Questions? Call 250-218-3752 • Creative applications welcome