



## POSITION DESCRIPTION

### Facilities Contract

Wellspring Alberta is a charitable organization that supports, informs, and empowers those diagnosed with cancer by helping them address the fear, isolation, disruption and practical problems cancer can bring to their lives. An affiliate of the Wellspring Cancer Support Foundation, Wellspring Alberta provides a comprehensive range of programs, support, and resources so anyone living with cancer and the people who care about them can improve the quality of their lives. All programs and services are informed by evidence and offered free of charge and without referral in three centres and online. Our vision is that no one has to face cancer alone.

Wellspring Alberta's work is made possible through the generous donations of individuals, corporations, foundations and grassroots fundraisers, and with the efforts of committed volunteers, dedicated staff and skilled contracted program leaders.

#### **The Opportunity:**

Reporting to the Finance Director, the Facilities Contractor is responsible for the maintenance of Wellspring Alberta's three properties – two in Calgary and one in Edmonton. The position is a one-year pilot project with the opportunity to move to full-time. Compensation is based on tracking hours and invoicing monthly. Hours will vary per week based on workload. Occasional evening and weekend work may be required.

The successful candidate should be a highly organized person, with an ability to manage projects, timelines, and budgets. They must be highly competent with all types of communication and compassionate to people experiencing cancer, as that is the core service of Wellspring.

Simply put – we are looking for someone to value and take care of our beautiful buildings as they would their own. We do not need the candidate to know how fix everything themselves, but rather know who to call, how much to pay, and when the job should be done.

#### **Responsibilities:**

- Develop and monitor maintenance and inspection programs and schedules within the organization's three facilities.
- Recommend operating and equipment strategies to keep buildings operating efficiently.
- Liaise with, and support, senior leadership team colleagues in implementing the organization's strategic plan and related initiatives.
- Work with outside firms to determine life cycles and replacement schedules of major building components and ensure adequate budget and allocations to sustain a 20-year plan.
- Conduct processes reviews including evaluation and coordination of vendor relations and contracts to ensure resources and pricing of suppliers and vendors (including building equipment and supplies), provide maximum value.
- Develop and oversee annual operating budgets and replacement reserve budgets including special capital projects and upgrades in coordination with the senior leadership team.
- Act as main advisor on all issues relating to operational functions to ensure the organization stays informed and up-to-date on the latest developments to ensure competitive position.

#### **Required knowledge and skills:**

- Degree or certificate in Business Management, Commerce and/or related field with 5-10 years' experience in operations management, residential or commercial properties management or equivalent.
- Demonstrated ability to work autonomously with a willingness to be an open and collaborative team member willing to share information, knowledge and experience.
- Maturity, judgment, and self-confidence to effectively interact with a variety of stakeholders.
- Proven people management skills.
- Excellent interpersonal and negotiation skills with a track record of working with vendors.
- Superior verbal and written communication skills.
- Excellent organizational and project management skills with strong attention to detail.
- Demonstrated analytical, decision making and problem-solving abilities.
- Highly proficient with MS Office, especially Excel and Word.
- There is minimal physical activity involved in daily activities. May be required to lift items weighing up to 20 kilograms or be on their feet for long periods of time when visiting properties.

**To apply:**

We offer competitive compensation and an empowering and inspiring team environment.

To apply, please submit a cover letter, including your salary expectations, and resume to [stevei@wellspringalberta.ca](mailto:stevei@wellspringalberta.ca). This posting will close once we have found a successful candidate. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

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**Inclusion Statement**

Wellspring Alberta is committed to being an inclusive organization. We are in a process of expanding the diversity of identities and lived experiences, to be more reflective of the communities in which we work and live. To support this process, we've become an employer partner of the Canadian Centre for Diversity and Inclusion, developed an Advisory group, and we are taking action as part of our commitment to Diversity and Inclusion. We understand we're on a journey, which will take time, and that increasing equity in our organization and in cancer care is critical.

We encourage applications from groups that are typically under-represented in cancer-serving organizations including BIPOC (Black, Indigenous, and People of Colour) individuals, LGBTQ2S+ identifying individuals, persons with disabilities, and candidates from all equity seeing groups.

We welcome you to contact us for a conversation about accessibility and accommodations throughout the recruitment process.

We know that women and people of colour are less likely to apply for roles unless they meet every single requirement. If you're excited about the role, but your qualifications don't match perfectly, we encourage you to apply.

We appreciate your interest in Wellspring and warmly welcome all applications.