



Stella's Circle
Creating Community Together

Property & Development Lead

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Property & Development Lead provides leadership, strategic direction, and oversight of Stella's Circle's Property and Development division. In collaboration with the Director of Operations, this role ensures the effective management of all properties owned or operated by Stella's Circle. The Lead works closely with internal teams and external partners to plan, coordinate, and supervise construction, renovation, and maintenance activities. Additionally, this position supports participant training in the Trades Helper Program by providing instruction in basic carpentry and encouraging the development of skills for careers in the trades.

What You'll Do

- Schedule, coordinate, and supervise daily work activities, ensuring high-quality outcomes.
- Conduct regular toolbox meetings to promote safety and communication.
- Provide direction and supervision to staff and participants at workshops and job sites.
- Recruit, orient, supervise, and evaluate staff in collaboration with Human Resources.
- Identify training needs and arrange staff development opportunities.
- Oversee the maintenance and repair of residential and commercial properties, ensuring compliance with building codes, fire safety, and health and safety regulations.



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- Manage budgets, monitor financial performance, and provide cost, time, and labour estimates for jobs.
- Coordinate with contractors and subcontractors, making recommendations on when to engage external services.
- Review building plans, specifications, and project designs to ensure alignment with organizational standards.
- Oversee contractual services, including mechanical, life safety, snow removal, security, pest management, and elevator maintenance.
- Ensure properties are consistently maintained to a high standard.
- Manage procurement of equipment, appliances, and materials to achieve best value.
- Provide hands-on instruction in basic carpentry (e.g., measuring, power tool use, safe practices) to Trades Helper Program participants.
- Support the delivery of Trades Helper and Cleaning Instruction modules, in partnership with Employment Services.
- Supervise and mentor participants to build skills and explore career pathways in construction and maintenance.
- Perform or oversee work such as carpentry, drywall, painting, insulation, flooring, roofing, plumbing, minor electrical and mechanical repairs.
- Maintain exterior property standards, including snow clearing, lawn care, and landscaping.
- Ensure workshops and job sites are safe, organized, and compliant with OH&S standards.
- Provide on-call service for maintenance needs outside regular hours.
- Support emergency planning, risk management, privacy, and incident reporting processes.
- Participate on internal and external committees as required.

What You'll Bring

- Red Seal Certification in Carpentry; Post-secondary education in Facility or Maintenance Management.
- Minimum 10 years in building maintenance and construction, including planning, construction, and operations of commercial and residential properties
- Equivalent combination of education and experience will be considered.
- Strong leadership, organizational, and financial management skills.



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- Knowledge of construction codes, practices, and safety standards.
- Proficiency in Microsoft Office, The Worx Hub, and related software.
- Ability to analyze problems, develop solutions, and take action where needed.
- Certifications in Fall Arrest, Confined Spaces, First Aid, WHMIS.
- Criminal Record Check with Vulnerable Sector Check.
- Reliability Status with Public Services and Procurement Canada.
- Valid driver's licence and access to a reliable vehicle (must be insurable on company vehicle).

The Details

This is a full-time permanent position. The hourly rate for this position is \$37.73 - \$40.82 with 75 hours bi-weekly. We offer 15 statutory holidays per year along with summer hours which include an additional half an hour off each day as operational needs permit. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation.

How to Apply

Please send cover letter and resume by July 24th, 2025 to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of



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diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

