



Community Resident Manager (Live-In)

Inuka Community Inc.

1510 Main Street, Winnipeg, MB

What does it mean to truly feel at home?

At Inuka, we believe housing is more than a place to live. It is where people begin to belong, build, and thrive.

We are looking for a Community Resident Manager who will help bring this vision to life every day.

About Inuka Community Inc.

Inuka Community Inc. is a community-focused, Black-led, women-led non-profit housing developer committed to building inclusive, mixed-income communities grounded in Ubuntu, *"I am because we are."*

Role Purpose

The Community Resident Manager is responsible for the day-to-day on-site operations and resident experience, ensuring the building is well-managed, and community oriented.

Working closely with the Property Manager, this role supports building operations while collaborating with teams responsible for financial management, and tenant support services.

Key Responsibilities

This role combines property operations, leasing support, and community engagement to deliver a high-quality living environment.

Property Administration

- Deliver notices and required documentation to residents
- Maintain accurate records (physical and electronic)
- Complete all required property management paperwork



Maintenance & Building Operations

- Respond to tenant concerns and coordinate repairs
- Supervise maintenance staff and schedules
- Oversee daily, monthly, and annual maintenance programs
- Follow up on work orders and ensure completion
- Conduct routine inspections, including monthly life safety checks
- Maintain inventory and coordinate servicing of building systems and equipment

Leasing & Turnover

- Coordinate move-ins and move-outs, including all documentation
- Support leasing activities and ensure a smooth onboarding experience

Rent Collection & Follow-Up

- Facilitate on-site rent collection (non-cash)
- Monitor rent status and follow up on outstanding balances
- Report arrears and concerns to property management

On-Site Presence & Reporting

- Maintain a live-in presence and respond to after-hours issues
- Provide regular updates on operations, tenant concerns, and building performance
- Escalate urgent or complex issues as required

Community Engagement

- Foster a respectful, inclusive, and welcoming environment
- Support positive tenant relationships and early issue identification

Qualifications & Requirements

- High school diploma or equivalent required
- Preferred 3+ years' experience in customer service, hospitality, or property management (supervisory experience is an asset)
- Knowledge of the Residential Tenancy Act is an asset
- Strong communication, organization, and problem-solving skills
- Experience working with diverse communities



- Working knowledge of Microsoft Word and Excel
- Ability to live on-site and respond to urgent situations

Working Conditions

- Live-in role with on-site presence required
- Schedule may include evenings and weekends
- On-call responsibilities as required
- Use of personal protective equipment (PPE) may be required
- Must maintain a clear Criminal Record Check and Vulnerable Sector Check

Compensation & Benefits

- Live-in position with rent discount
- Competitive salary
- Supportive and collaborative work environment
- Opportunity to contribute to a mission-driven housing model

Why Join Inuka?

Be part of a team building more than housing. We are creating communities where people feel supported, respected, and connected and where your work contributes to meaningful, long-term impact.

Equity & Inclusion

We are committed to building an inclusive and equitable workplace and welcome applications from individuals of all backgrounds. Accommodation is available upon request throughout the recruitment process.

How to Apply

Submit your resume to: Wambui@inuka.ca.

Application deadline – April 24, 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.