



Gitsegukla Band Council

710 Ray Charles Avenue, Gitsegukla. B.C. VOJ 2J3

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Employment Posting: Housing Assistant (Contract Term Position)

Deadline: April 21, 2018

Job Summary

Reporting to the Public Works and Housing Manager, the Housing Assistant will assist in the development and administration of housing related programs. Initially, the Housing Assistant will work with the Public Works and Housing Manager on the Gitsegukla housing repair project to coordinate and manage housing repairs, scheduling of repairs, communication with Gitsegukla Members, staff, contractors, and stakeholders.

Key Duties and Tasks

The main tasks of the Housing Assistant are to:

- Work with the Public Works and Housing Manager to ensure construction and renovation activities meet standards of the housing repair project;
- Track activities and works related to the capital project;
- Develop and maintain relationships with community members to assist with project schedules and information sharing;
- Assist in the creation of budgets and financial information for the department;
- Help prepare written communications and prepare / make presentations;
- Support implementation of the department's housing asset management software;
- Prepare reports and information for community and other stakeholders;
- Attend meetings as necessary; and
- Complete other duties as required.

Required Abilities, Knowledge, and Skills

The Housing Assistant ideally has the following abilities, knowledge, and skills:

- Good computer skills and experience in working with Microsoft Word, Excel, and PowerPoint;
- Knowledge of the Gitsegukla Band and interest to work for the community;
- Good organization, coordination, and administrative skills;
- Strong written and oral communication skills;
- Proven ability to work well with people;
- A valid class 5 BC driver's license; and
- Knowledge of building construction and management (considered an asset).

Note: This position is dependent on receiving funding from INAC for Phase 4 of the housing repair project, in addition to other funding after the project is complete. Interested applicants are invited to submit a resume and cover letter to the Gitsegukla Interim Band Manager by 4:00 pm April 19, 2018 at the Band office or email at bandmanager@gitsegukla.net.