

## HOUSING COORDINATOR

**Type of Position: Full-time, Permanent**

**Closing date: September 8, 2021**

Gitsegukla Band is seeking a dynamic individual to join its team as Housing Coordinator.

The Housing Coordinator is responsible for assisting in the development and administration of the On-Reserve Housing Management Program for Gitsegukla First Nation. Reporting to the Band Manager, the Housing Coordinator performs all duties and responsibilities in accordance with Gitsegukla First Nation approved policies, plans, standards and procedures.

### Duties and Responsibilities

#### Policy Development and Implementation

- Maintains the Housing Policy and any related policies and procedures as directed by the Band Manager.
- Monitors the administration of, and compliance to, the Housing Policy, National Building Code of Canada, and Safety Standards and Procedures on behalf of the Band Manager.

#### Sourcing and Management of Funding

- Tracks and reconciles approved budgets.
- Identifies various funding sources for housing projects in the community and assists with application development.

#### Housing Program Administration

- Assists to plan and implement new housing and rental construction, including coordination of applications, permits and other related documentation.
- Manages or oversees the development and maintaining of an inventory of all on-reserve housing assets.
- Administers Gitsegukla-owned housing mortgages.
- Provide information to, coordinate and assist community members with questions, tenant applications, repair requests and other related paperwork as required.
- Maintains all records including payment, receipts, wait list, repairs, maintenance, etc.
- Coordinates requests for housing maintenance and repairs with the Public Works team.
- Keeps current on all related Housing and Rental standards and regulations and assists administration in accordance with policy, funding agencies and related regulations and housing building standards.

#### Housing Committee Administration

- Supports and assists the Housing Committee with carrying out their duties and responsibilities.
- Coordinates the review of the Terms of Reference for the Gitsegukla First Nation Housing Committee in accordance with the Housing Policy.

### **Knowledge, Skills and Abilities**

- Knowledge of ISC and CMHC Housing Programs.
- A comprehensive and progressive understanding of First Nations community needs, culture, language and customs, including demonstrating and modeling cultural awareness and sensitivity.
- Exceptional integrity and professionalism including maintaining confidentiality.
- Strong analytical and decision-making skills, including the ability to organize, prioritize and manage workload and work independently with minimal supervision.
- Strong team player with excellent team building skills
- Effective written and oral communications skills to effectively deal with staff, membership and service providers, including
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and Adobe Acrobat.
- Ability to work flexible hours.

### **Experience and Education Requirements**

- High school degree or equivalent, and related Post-Secondary Certificate(s) or Diploma (Administration, Property Management, Building/Property Maintenance) preferred.
- A minimum of 2 years of directly related experience in office administration for housing, asset or building management programs.
- Experience working with ISC, CMHC, and other related Provincial and Federal Agencies considered an asset.
- Experience working with First Nations, preferably with responsibilities in a housing management role.
- Experience in proposal writing, contract management and financial management.

Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o: MNP at [applyvia@mnp.ca](mailto:applyvia@mnp.ca).

**Applications are assessed as they are received therefore early application is recommended.**

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Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.