



Employment Posting

Job Opportunity: Housing Manager

Gitxaala Nation is seeking a highly qualified, and motivated individual to fill the position of Housing Manager. The housing manager will act on behalf of the Nation as the Administering Authority responsible for the Gitxaala Nation's Housing in the community of Lach Klan (Kitkatla, BC).

Reporting to the Nation Administrator, the incumbent is responsible for the management and direction of the Gitxaala Housing Department. This includes management and oversight of housing projects and staff, assist staff in building their capacity to ensure they have the tools to succeed. In addition, the manager is responsible for leading the overall department budget planning and administration, research and securing funding. The manager is also expected to maintain communication / engagement with the housing committee and community members.

Job duties include (but not limited to):

- Overseeing the Daily operations in the Housing Department- (Schedule, assign duties in Carpentry, Electrical, Painting, Plumbing, Heating / Ventilating and Roofing)
- Develop, Maintain and Implement a Housing Strategy, Policy and Procedures
- Develop and maintain an Annual and Multiyear Work-Plan
- Prepare and maintain Budgets, Financial reporting
- Secure funding for New Housing and Renovations
- Work and build relationships with External Agencies relating to on reserve housing such as CMHC, ISC, BC Housing, FN Market Housing Fund, organization to assess the housing and policies, and develop a long-term housing strategy. etc.
- Develop and Maintain a Housing Inventory Database
- Develop a Housing Capacity (Professional Development) Plan
- Ensure the Housing Policy is up to date and is communicated to members
- Communicate, Collaborate, and Engage with Housing Committee and community members
- Property Management (Renovations)
- Project (Construction) Management

Qualifications:

- Degree or Diploma in related field such as Housing Manager Certification, Project Management, Engineering, etc.
- Must have relevant work experience and knowledge of the home renovation, inspection and construction.
- Computer skills in; Microsoft, Word, Excel, Outlook etc.

- Must have experience in working with CMHC, Indigenous Service Canada, BC Housing, other related Federal and Provincial departments as they relate to on reserve housing
- Must have the ability to prepare and adhere to schedules & deadlines
- Good communication skills verbal, oral and writing
- Knowledge of the Building and safety codes
- Develop contracts for Gitxaala Contractors, third party / outside professionals and consultants
- Possess strong people skills with the ability to manage stressful situations, conflict resolution
- Works well with others, a team player
- Possess a Certificate in the related field such as a Red Seal in Carpentry, Mold Remediation and/or Inspection Certificate or have 4-7 years of work experience in a field related to Residential Housing and Operations is essential; or an equivalent combination of Education and experience.

Additionally:

- Experience for First Nation in a remote community
- Knowledge of Gitxaala Nation history, culture, and community would be an asset
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle
- Ability to develop a 5-year Capital and Housing plan for Gitxaala, in conjunction with the Community Comprehensive Plan, and the Community Health Plan

Deadline: Friday, September 24, 2021 at 4:30pm

Qualified applicants are invited to submit their resume and cover letter along with two recent references to:

Fax: 1 (250) 848-2238

Email: Norman Ridley [_financeassistant@gitxaalanation.com](mailto:financeassistant@gitxaalanation.com)

Only those shortlisted for the Interview will be contacted.