



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY ***Housing Coordinator (HC)***

Want to work for an amazing employer? The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, First Nations Treaty Government. We are growing rapidly and seek a career-minded, dedicated, hands-on, professional to assume the role of *Housing Coordinator (HC)*. Reporting to the Chair of the **Housing Authority Board**, the HC is responsible for the overall administration, planning, and delivery of KCFN housing initiatives.

This position is based in beautiful Houpsitas/Kyuquot (or possibly out of the Campbell River Admin Office for the right candidate). This exciting role comes with a competitive salary, benefits if working 20+ hrs per week, and time off to achieve work-life balance!

We are willing to train and develop the right applicant. Our ideal candidate is motivated, exhibits a "can-do attitude," and has a strong desire to improve housing for members in the KCFN community.

What you'll do:

Development & Implementation (Housing Authority Act/Regulations)

- Creates, maintains, & administrates the Nations' *Housing Authority Act*, Regulations & procedures as directed by the Board Chair
- Monitors the administration of, & compliance to, the said Act/Regulations, the Building Code, as well as other safety standards, procedures and protocols

Source and Manage Funding

- Tracks & reconciles approved budgets
- Identifies various funding sources for housing projects
- Applies for funding/grants and follows-up with applications
- Properly & carefully administrates funding in accordance with the terms
- Liaises with CMHC & other funding agencies to ensure successful application outcomes
- Prepares accurate/complete funding reports
- Ensures that all reporting is done on time (on or before the deadlines)

Housing Program Administration

- Coordinates & administrates agreements with KCFN tenants

- Plans & implements new housing and rental construction - including the coordination of applications, permits & other related documentation
- Manages or oversees the development & maintaining of an inventory of all KCFN community housing assets
- Administers KCFN-owned housing mortgages
- Provides information to, coordinates & assists community members with questions, tenant applications, repair requests and other related paperwork
- Maintains accurate records regarding payments, receipts, waitlists, repairs, maintenance, etc. – & ensures regular statements are prepared
- Coordinates requests for housing maintenance & repairs with the Public Works Dept.
- Keeps current on all related housing & rental standards/regulations
- Keeps the HAB updated on policies, funding agency updates, and related regulations & housing building standards
- Able to coordinate & conduct public/community presentations
- Completes & coordinates annual house inspections with tenants
- Prepares various reports/assignments as required by the Board Chair

Housing Authority Board (HAB) Administration

- Supports/assists the HAB in carrying out Board Members' duties and responsibilities
- Helps Board Members execute their responsibilities pursuant to the KCFN *Housing Authority Act* & associated regulations
- May coordinate the review of the Terms of Reference for the KCFN HAB in accordance with the *Housing Authority Act*
- Prepares regular reports to the HAB
- Other duties/assignments as required by the HAB

Our ideal candidate:

- Post-secondary education in property, strata, construction or project management – *not required but are strong assets*
- Grade 12 graduation – *preferred*
- Leadership, communications, report and funding/proposal writing - *strong assets*
- Proficiency with Office 365, Google, Adobe – *assets*
- Experience working with federal and provincial government agencies – *asset*
- Experience creating and developing policies & funding proposals – *strong assets*
- Coordinating & developing housing/construction projects – *asset*
- Experience working under or with various statutes/laws/regulations – *asset*
- Strong organizational & conflict resolution skills
- Experience working with First Nations & an understanding of Nuu-chah-nulth cultural practices/protocols/language
- Experience working in remote locations
- Ability to work flexible hours – if required

- A valid driver's license (or working towards)
- Willingness to travel in and out of Hupsitas (Kyuquot)
- Police Information Check (formerly known as a RCMP criminal record check) is a required

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Permanent, Part-time or Full-Time

DATE RE-POSTED: Mar 14/25

COMPENSATION: \$25 to \$30 per hr (health/pension benefits if working 20+ hrs per week)

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, CHRO*, at dwaynew@kcfirstnations.com citing "HC" in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.