

## JOB POSTING – Housing Manager

### About the position

Position	Housing Manager
Reports to	Band Manager
Start Date	Immediate
Status	Full time, permanent
Location	In person – flexible schedule
Salary:	32.00 – 35.00

### Summary

Gitsegukla First Nation is seeking a dynamic and dedicated individual to join our team as a Housing Manager. This role is essential in supporting the development and administration of our On-Reserve Housing Management Program. Reporting to the Band Manager, the Housing Manager will ensure that housing policies, standards, and procedures are upheld while supporting community members with housing needs.

### Who we are

Welcome to the Gitsegukla First Nation, a vibrant and proud community comprising 500 individuals. Nestled at the confluence of the Kitsequecla and Skeena Rivers, just 40 km southwest of Hazelton, British Columbia, our name Gitsegukla symbolizes "*people living under the precipice*" in the Gitxsan language, representing the striking mountain that overlooks our land.

### What we offer

Gitsegukla First Nation will provide you with purpose in your work. As part of our team, you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation.
- Elective Leave: 18 days paid personal leave.
- An additional 10 days paid time off during the festive season.
- A generous registered pension plan.
- A healthy extended benefit plan.
- Training, Learning and Development to support your career growth.

## What you will do

- Implement and maintain the Housing Policy and related procedures
- Ensure compliance with the Housing Policy, National Building Code, and safety standards
- Monitor and reconcile housing program budgets
- Identify and pursue funding opportunities
- Oversee planning and coordination of Capital Housing Projects
- Manage and maintain inventory of on-reserve housing assets
- Provide support to community members regarding housing applications, repairs, and inquiries
- Support the Housing Committee

## Qualifications: Education and Experience

- 2+ years of experience in housing, asset, or building management administration
- High School Diploma or an equivalent.
- Post-secondary certificate or diploma in Administration, or Property Management
- Experience working with ISC, CMHC, and other related agencies
- Experience in proposal writing, contract management, and financial management

## Skill Sets and Competencies

- Knowledge of ISC and CMHC Programs is an asset
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset.
- Approachable, professional, personable and able to build harmonious working relationships with co-workers
- Able to exercise diplomacy, tact and good judgment.
- Valid driver's license and ability to travel as required.
- Valid criminal record (CPIC) check

## For more information and to apply:

- Submit your resume and cover letter with the position title in the subject line to: [hire@gitsegukla.net](mailto:hire@gitsegukla.net)
- Deadline: Open Until Filled
- For more information, please contact:  
Susan Miller, Band Manager, [susan.miller@gitsegukla.net](mailto:susan.miller@gitsegukla.net)

**Persons of Indigenous ancestry will be given preference. s16(1) CHRA.**