



MATACHEWAN FIRST NATION

Box 160, Matachewan ON P0K 1M0

JOB POSTING

Job Title: Housing Coordinator

Reports To: Director of Finance and Administration (DOFA)

Position Summary

Reporting to the Director of Finance and Administration (DOFA), the Housing Coordinator (HC) will be responsible for developing, updating and maintaining all operations related to Housing for Matachewan First Nation.

Term: Full Time, Permanent

Hours of Work: 40 Hours Per Week, Monday - Friday 8:30AM - 4:30PM

Location: Hybrid Work Schedule, Matachewan First Nation

Compensation: \$60,000 - \$80,000 annually

Benefits: Employer-paid benefits package and enrollment in pension plan

Start Date: Tuesday, September 3, 2024

Areas of Responsibility

- Develop or update housing policies to ensure they are current and effective.
- Develop or update housing plans to meet building code requirements.
- Coordinate housing delivery across all program areas.
- Review Housing inventory and assess the conditions of the homes.
- Maintain accurate and up to date filing system.
- Participate in the planning, budgeting and organizing of all clerical aspects of the department if requested by (DOFA).
- Research and apply for applicable funding streams through various government programs, including CMHC and ISC funding.
- Prepare and facilitate housing meetings, community events and presentations.
- Attend Tradeshows and conferences to stay informed about industry developments.
- All other related duties requested by the Director of Finance and Administration.

Requirements

- Knowledge of on-reserve housing, building construction timelines, policy development considered an asset
- Proficiency in Microsoft Suite (Outlook, Word, Excel, PowerPoint, Teams)
- Able to work methodically and accurately, with attention to detail

- Excellent verbal and written communication skills
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Valid driver's license and access to a reliable vehicle considered an asset

How to Apply

Qualified candidates are invited to send their cover letter and resume to director@mfnrez.ca by Friday, August 16, 2024, at 4:00PM

