



Quatsino First Nation

305 Quattishe Rd

Coal Harbour, B.C

V0N 1K0

Phone: (250) 949-6245

Fax: (250) 949-6249

Employment Opportunity Quatsino First Nation Housing Coordinator Full-time Position (35 hours per week)

The Quatsino First Nation is seeking a full-time housing coordinator to manage the day-to-day operations of the housing department. We are looking for someone who is well organized and a great multi-tasker. The ideal candidate will work well independently or as part of a team. The ideal candidate will also have strong computer skills and the ability to interpret and enforce policy.

Position Summary:

Reporting to the Band Administrator, the Housing Coordinator is responsible for administration and operation of the housing program. Coordinate renovations and new construction as well as conduct regular inspections of housing units.

Primary Responsibilities:

- Builds and maintains positive relationships with all tenants and ensures consistent and regular communication.
- Act as the main point of contact for all inquiries related to residential properties
- Manages rent collection, including processing rent invoices, receiving and processing payments.
- Develop and maintain an annual housing budget.
- Administer the housing application process in accordance with the Policy.
- Complete all financial and program reporting related to residential property management both internally for administration and external funders such as ISC and CMHC.
- Ensure tenants are abiding by tenant agreements and all applicable by-laws and legislation including noise and nuisance by-laws; take appropriate action when complaints are submitted in accordance to policies and by-laws.
- Maintaining tenant and property files.
- Schedule repairs and/or coordinate outsourced services as required, acting as the liaison until services and/or repairs are complete.
- Prepares and submits applications for funding.
- Provide project coordination for new housing projects to ensure completion within budget and on time.



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Qualifications:

- Certificate in construction management, property management or related field considered an asset
- 2 years previous experience in a similar role considered an asset
- Experience working with contractors for new builds renovations and repairs
- Experience applying for external funding
- Valid Class 5 BC Drivers licence

Knowledge and skills:

- Home maintenance and home repair knowledge
- Strong interpersonal skills and ability to build and maintain strong relationships
- Excellent communication skills with the ability to work with people from various backgrounds
- Strong ability to maintain confidentiality
- Strong ability to interpret and enforce policy
- Strong conflict resolution skills
- Intermediate computer skills including Microsoft office required
- Respect for Quatsino First Nation culture

While we thank you for your interest in working with the Quatsino First Nation, only those short listed will be contacted.

Please submit a cover letter and resume by email to ea@quatsinofn.ca

Attention:

Florence VanGraven

305 Quattishe Rd

Coal Harbour, BC V0N 1K0

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