



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

POSITION: Housing Coordinator
HOURS: Full-time

REPORTS TO: General Manager
START DATE: Immediate

The Housing Coordinator is responsible for the maintenance activities of housing for the Saik'uz First Nation; the successful applicant will be responsible for the administration, management, and delivery of all public works and housing programs, services, and properties within Saik'uz First Nation; inspecting and maintaining the housing units; contracting with and supervising all service and maintenance people; working in a collaborative relationship with the administrative staff of the General Manager in matters related to establishing and collecting rents and security deposits; and processing moves and evictions.

RESPONSIBILITIES:

- Prepare and manage the annual housing and infrastructure budget and forecast operating costs for programs.
- Coordinate the development of service contracts.
- Lead negotiations with the service providers and managing the contracts.
- Perform fieldwork such as spot checks on reserve.
- Assess infrastructure and service levels.
- Ensure operational processes and procedures are compliant and consistent with established policies.
- Assess the effectiveness of housing management programs against established goals and targets.
- Regularly monitor the policies needed by regional, provincial, and federal regulations and make changes to the program as appropriate.
- Provide advice and support as a resource for Saik'uz First Nation staff.
- Implement and manage community engagement and education programs.
- Manage and administer all public works and housing programs, services, and properties to ensure they are delivered and maintained effectively and efficiently.
- Manage and administer all financial responsibilities and obligations to ensure that Saik'uz First Nation is operating according to financial legislation terms and conditions.
- Manage the ongoing maintenance of housing units to ensure that all housing is safe and maintained within established codes and standards.

QUALIFICATIONS & SKILLS:

- A diploma or bachelor's degree in sustainability, resource management, or relevant discipline.
- Experience in housing programs and sustainable program development as well as the expertise to effectively negotiating management contracts.
- Experience working with large operational budgets.
- Knowledge of the Saik'uz First Nation community and values.
- Experience as an intermediate user of the Internet and software applications such as Word, Excel, etc.
- A valid BC Driver's License and a reliable vehicle.
- Working experience as a sustainability or waste specialist an asset.

SPECIAL CONSIDERATIONS:

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime; however, compensatory time off for overages of hours of work can be taken with the permission of the General Manager.

Please submit your cover letter and resume to Tracy Appel, General Manager, via e-mail at general.manager@saikuz.com.

We thank everyone for their interest; however, only those selected for an interview will be contacted.