



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

Interim Housing Manager

Supervisor: General Manager

Term: Full-time, Temporary

Job Summary

As the Interim Housing Manager, you will oversee the planning, administration, maintenance, and delivery of housing, infrastructure, and public works programs for Saik'uz First Nation. In this role, you will support safe, well-maintained housing and effective service delivery for community members while ensuring programs, budgets, contracts, and operational processes are managed responsibly and in alignment with Saik'uz First Nation policies, values, and community priorities.

Duties & Responsibilities

- Prepare and manage the annual housing and infrastructure budget, including forecasting operating costs for programs
- Manage and administer public works and housing programs, services, and properties to ensure they are delivered and maintained effectively and efficiently
- Manage financial responsibilities and obligations to ensure Saik'uz First Nation operates according to financial legislation, terms, and conditions
- Coordinate the development of service contracts
- Lead negotiations with service providers and manage contracts
- Manage the ongoing maintenance of housing units to ensure all housing is safe and maintained within established codes and standards
- Perform fieldwork, including spot checks on reserve
- Assess infrastructure, housing conditions, 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 policies required by regional, provincial, and federal regulations and make changes to programs as appropriate
- Provide advice, support, and guidance as a resource for Saik'uz First Nation staff

- Implement and manage community engagement and education programs
- Perform other related duties as required

Qualifications & Skills

Required:

- Diploma in sustainability, resource management, public administration, housing, infrastructure, or a relevant discipline
- Experience in housing programs and sustainable program development
- Experience negotiating and managing contracts
- Experience working with large operational budgets
- Knowledge of the Saik'uz First Nation community and values
- Intermediate to advanced experience using the Internet and software applications such as Word, Excel, and related programs
- Strong communication, leadership, and interpersonal skills
- Ability to work respectfully and effectively with staff, leadership, community members, service providers, and partners
- Strong organizational, planning, and problem-solving skills
- Ability to manage competing priorities and adapt to changing needs
- Valid BC driver's licence and reliable vehicle

Preferred:

- Bachelor's degree in sustainability, resource management, public administration, housing, infrastructure, or a related discipline
- Working experience as a sustainability or waste specialist
- Experience working with First Nations communities, governments, or organizations

Salary & Benefits

Wage: \$32–\$36 per hour, depending on experience

Benefits: After 3 months, medical and dental benefits and pension plan

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include Interim Housing Manager in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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