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135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Housing Manager

Supervisor: General Manager
Hours: Full-time, temporary

Job Summary

The Housing Coordinator plays a pivotal role in overseeing housing maintenance activities for the Saik'uz First Nation. Responsible for managing budgets, coordinating service contracts, and ensuring compliance with financial legislation, this role requires a diligent individual capable of maintaining high standards within established codes and standards. This position is intended to cover an employee leave.

Duties & Responsibilities

- Prepare and manage the annual housing and infrastructure budget.
- Coordinate service contracts and lead negotiations with service providers.
- Conduct fieldwork including spot checks on reserve.
- Assess infrastructure and service levels to ensure effectiveness.
- Administer housing programs and services efficiently.
- Manage ongoing maintenance of housing units to ensure safety and compliance.
- Ensure operational processes adhere to established policies.
- Monitor and implement necessary policy changes in accordance with regulations.
- Provide support and resources to Saik'uz First Nation staff.
- Implement community engagement and education programs.

Qualifications & Skills

- Diploma or bachelor's degree in sustainability, resource management, or relevant discipline.
- Experience in housing programs and sustainable program development.
- Proficiency in negotiating management contracts.
- Familiarity with large operational budgets.
- Knowledge of Saik'uz First Nation community and values.
- Intermediate/advanced proficiency in Microsoft Office applications.
- Valid BC Driver's License and reliable vehicle.

Salary & Benefits

- Wage: \$28 - \$32 per hour (experience dependent)
- Benefits: medical, dental, and pension plans.

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

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