



<b>Job title:</b>	<i>Housing Coordinator</i>
<b>Reports to:</b>	<i>Manager of Community Infrastructure</i>

### **About kʷikʷə́ləm (Kwkwetlem) First Nation**

kʷikʷə́ləm First Nation are a distinct BC First Nation whose traditional territory centres on the Coquitlam Lake Watershed and the surrounding areas. kʷikʷə́ləm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the kʷikʷə́ləm people is hə́hə́mihə́m, previously Downriver Halkomelem. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation which honours our rich culture, language and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by our teachings of our ancestors to be stewards and guardians of our lands and water for past, present and future generations.

### **Job purpose**

Reporting to the Manager of Community Infrastructure, the Housing Coordinator is responsible for coordinating kʷikʷə́ləm’s existing needs in housing programs and existing housing stock. Housing is an ongoing challenge at kʷikʷə́ləm, and a rapidly increasing and growing population is creating more demand for housing. The Housing Coordinator will be tasked with implementing the day-to-day administration, construction initiatives and with assisting Members through the housing process.

### **Position Overview**

The Housing Coordinator position is to work with the Community Infrastructure Department to ensure community needs for housing on reserve are being met. This individual will assist in implementing the housing policy, short and long-range planning, and tenant relations to ensure kʷikʷə́ləm’s housing stock is well maintained, repaired, and increased as necessary. Ensuring efficient record keeping will be critical to this role and organization of records will be a key requirement. The successful applicant will possess excellent communication skills, both written and spoken, to ensure education and communication with community members is effective. Housing reporting and concerns are addressed in an efficient and timely manner.

### **Primary Duties and responsibilities**

- The ideal candidate will have a certificate in Business, Administration, Project Management, or a related field.
- A combination of experience in housing administration and education will be considered.

- Experience in project management and/or policy development is considered an asset.
- Excellent verbal and written communication skills included demonstrated ability to prepare reporting.
- Ability to understand, develop and adhere to budgets and work plans.
- Knowledge of applicable building codes and health and safety standards for housing.
- Ability to conduct annual housing inspections to a pre-set standard.
- Ability to develop and adhere to schedules and budgets for repairs and maintenance of housing.
- Ability to comprehend and evaluate housing plans and other technical documentation.
- Ability to ensure adherence to relevant policies.
- Demonstrated evidence-based decision making.
- Ability to manage tenant relations including lease agreements and arrears when necessary.

### **Qualifications**

- High school graduates with relevant experience and knowledge of the home construction industry are required.
- Canada Mortgage Housing Corporation or Housing Management Certification and Diploma or degree in public administration, business administration, urban planning, project management, or a related field is desired.
- 4-7 years of work experience in a field related to residential housing and operations is required; or an equivalent combination of education and experience.
- Knowledge of Kwikwetlem First Nation's legislative and regulatory environment is desired.
- Experience/familiarity with First Nation on- reserve housing, Knowledge of First Nation history, culture, and communities is highly desired.
- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.
- Familiarity with budget management is required.
- A valid class 5 Driver's License valid in the Province of British Columbia and access to a reliable vehicle is required.

### **Working conditions**

This is primarily an office-based position, typically Monday through Friday 8:30 to 4:30 pm, with a 1-hour unpaid lunch. Outside standard office hours will be a regular part of the job, as well as attending off-site events, community meetings, and such. Additionally, the job is in a fast-paced, and at times stressful working environment.

### **Physical requirements**

The job requires the incumbent to be able to spend long periods sitting and working on computers. Occasional light lifting is required (up to 25 pounds) and at times, the job will require the incumbent to be able to walk and move around congested or slippery work surfaces during housing inspections.

### **About the Rewards**

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term, and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and a resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com).

We thank all applicants for their interest, however only short-listed candidates will be contacted.