



Housing Manager

Xatśúll First Nation | Cmetēm (Deep Creek), BC | Full-time, Permanent

Unified, Strong, Self-Determined, Holistically Sustainable and Prosperous

THE OPPORTUNITY

At Xatśúll First Nation, we recognize that safe, affordable, and culturally appropriate housing is essential to the well-being of our community. We are seeking a dedicated Housing Manager to lead the planning, delivery, and management of housing programs, projects, and services that support the needs of our Nation.

In this role, you will:

- **Housing Program Management:**
Develops, administers, and monitors housing programs, policies, tenant applications, and allocations to ensure fair access and compliance with housing standards.
- **Strategic Planning:**
Leads housing planning initiatives, conducts needs assessments, and aligns housing development with community priorities, growth objectives, and cultural values.
- **Maintenance and Operations:**
Oversees maintenance, repairs, inspections, contractor relationships, and operational processes to ensure safe, compliant, and well-maintained housing assets.
- **Project Management:**
Manages housing capital projects from planning through construction, including procurement, contract administration, stakeholder coordination, budget control, and project delivery.
- **Regulatory Compliance:**
Ensures adherence to applicable legislation, permits, approvals, health and safety requirements, and environmental standards.
- **Financial Management:**
Prepares and manages budgets, monitors expenditures, secures funding opportunities, supports grant applications, and ensures accurate financial reporting.
- **Community Engagement:**
Engages community members to assess housing needs, gather feedback, communicate programs, and support tenants.
- **Policy Development and Implementation:**
Develops, updates, and implements housing policies and procedures that reflect community values and regulatory requirements.
- **Reporting and Documentation:**
Maintains housing records and prepares reports on program performance, project status, budgets, outcomes, and funding requirements.
- **Team Leadership and Development:**
Provides leadership, supervision, coaching, and performance management for housing staff while fostering a collaborative work environment.
- **Emergency Response:**
Coordinates responses to housing-related emergencies and implements preparedness and response plans.
- All other duties as assigned.

Preference will be given to applicants of Aboriginal ancestry in accordance with Section 16(1) of the Canadian Human Rights Act.

You bring:

- Knowledge of Indigenous governance structures, traditions, and community dynamics.
- 3 years of experience working with First Nations communities and understanding of their unique housing needs.
- Diploma or degree in Housing Management, Urban Planning, Business Administration, or a related field.
- Minimum of 3 years of experience in housing management, project management, or a related field including supervising staff and/or contractors.
- Minimum of 2 years of experience in contract administration, or procurement.
- Minimum of 2 years of experience in financial management and budgeting practices.
- Proficiency in Microsoft Office Suite and housing management software.
- Comprehensive knowledge of housing construction, renovation methods, and building systems, including structural components and mechanical infrastructure (e.g., HVAC, plumbing, and electrical systems).
- Valid BC Class 5 driver's license with a satisfactory driving record required.
- Criminal records check (vulnerable sector)
- Knowledge of building codes and standards with an ability to read blueprints and plans. (preferred)
- Certified First Nations Housing Professional (FNHP) or other relevant certification. (preferred)

Details:

Wage Range: \$41,86 – \$50.23 per hour

Preferred Start Date: ASAP

Expected Travel: 40%

Closing Date: Open until filled.

This search is being supported by Lantern HR & Leadership and they may contact you on our behalf regarding your application. Your information is being collected and used solely for the purposes of assessing your candidacy for the position that you have applied for. If you have questions about the collection and use of your personal information, please call Dorothy at (604) 768-7514

To apply, please submit a cover letter and resume outlining how you meet the qualifications to

Dorothy@lanternhr.ca.

Applicants must be legally authorized to work in Canada for the duration of employment.

Applications will be reviewed as received; early application is encouraged.

