

Long Lake #58 First Nation

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EMPLOYMENT OPPORTUNITY HOUSING MANAGER FULL TIME PERMANENT

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

Education and Qualifications

University degree or college diploma in Business Administration, certificate in project management, construction, or trade.

- Understand the CMHC program, as well as Construction experience
- Knowledge of the community
- Excellent public relations, oral and written; Interpersonal and leadership skills
- Demonstrated ability to work in a team environment with minimal supervision
- Willingness to learn new skills and upgrade qualifications
- Well-developed planning and organizing abilities
- Ability to deal tactfully with sensitive issues and always maintain confidentiality
- Ability to type and efficiently and effectively utilize personal computer, Including Microsoft programs
- Valid Class 5 Drivers
- Ability to work in various weather conditions (conduct field assessments)

Desirable Skills

- Excellent interpersonal and relationship building skills to foster relationships with potential business partners, community members and Chief & Council.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.

- Ability to work independently and as a leader of the Housing Department.
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Duties

- Ensure all work and activities within department are conducted in a safe and presentable manner
- Develop work order systems to meet the need of the housing dept for maintenance and renovations
- Prepares project schedules, cost analysis, permits, and bids
- Works with contractors, and construction management firms for selecting and awarding bids
- Assists in developing five-year Capital Plans
- Coordinates, manages, and oversees all housing activities to ensure that houses are maintained, rents are collected, files are kept up to date, tenants are adhering to policy as set out in housing policy and tenant agreements.
- Works with CMHC and INAC to access funds, do necessary reporting to funders Manages costs and budgets
- Directs housing staff as necessary
- Works with tenants to ensure that housing inventory is kept in a good standard
- Have knowledge and inspects and/or assists in inspecting all aspects of construction (e.g. exterior, interior, walls, electrical, roof, concrete, paint, etc.) for ensuring compliance with plans, specifications, according to the BC Provincial Building Codes and/or Federal Building Codes

Location: Long Lake #58 First Nation

Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY August 2, 2024

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry in the event of equal qualifications.