



ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

www.akisq̓nuk.org

THE LAND OF THE TWO LAKES

Housing Manager

We are looking for a talented individual to join our team as a **Housing Manager**. Reporting to the Director of Member Services, this position is in the forefront of developing and implementing housing strategies that cater to ʔakisq̓nuk First Nation's (AFN) community's needs. This role is crucial in ensuring the provision of quality housing services, encompassing new builds, rentals, maintenance, and the efficient management of the housing programs and projects.

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

The primary responsibilities include:

- Administer the AFN owned rental units, personal home maintenance accounts, emergency housing fund, and first nation market housing fund programs in compliance with policy and operating agreements.
- Project management and oversight of all assigned projects and maintain accurate and up-to-date project documents and files.
- Proactively seek funding through grant writing, grant and funding application preparation, administration, record-keeping, and reporting.
- Prepare regular reports for leadership, staff, and members on housing occupancy, needs, and recommendations.
- Participation and leadership in organizational planning processes affecting community housing.
- Administer tenancy agreements, including collection of payments, managing move-ins and move-outs, and ensuring policy compliance.
- Develop and administer housing policies reflecting the needs and priorities of the AFN.
- Address tenancy issues posing risks to household members, neighbours, or the neighbourhood.
- Hiring contractors and staff for deep cleaning housing between occupancy.
- Conduct housing research, including needs assessment validating types, designs, sizes, and numbers of homes needed in the community.
- Facilitate and support the administration of the housing committee, addressing tenancy issues, reviewing waitlists, and making selections, while providing support to members.
- Lead the development, adoption, and mentorship of community-specific tenancy guidelines in consultation with the housing committee, members, and other stakeholders.
- Run housing application processes, including advertising vacancies, screening applicants, and selecting tenants in consultation with the housing committee.
- Review, document and communicate department operating budget and variances, and support funding proposals to relevant agencies as needed.



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- Prepare request for proposals, solicit quotes, complete scope of work/contracts and budgets for Director and leadership approval, and provide regular reporting to the Director of Member Services.
- Oversee and manage contracts, service agreements, and contractors, for compliance, renewal dates and change orders.
- Prepare preliminary budgets and financial forecasts, monitor costs and expenses, and make informed decisions based on financial reports.
- Other duties as required.

Qualifications:

- Post-secondary certificate, diploma or degree in Business Administration, Business Management, Housing Studies, Property Management, or equivalent experience
- Two to four years of progressive experience in administration, report writing and financial reporting, property management, or similar fields
- Experience working with First Nations/Aboriginal/Indigenous communities
- Knowledge of relevant legislation related to housing, and AANDC and CMHC an asset
- Understanding of finance, long-term debt, interest rates, etc.
- Understanding of building code requirements an asset
- Understand basic terminology related to housing maintenance and repair, including general carpentry, landscaping practical electrical and plumbing
- Demonstrated experience working with the organizing maintenance workers and independent contractors
- Strong communication skills, both written and verbal
- Excellent attention to detail

What we offer:

- Competitive base salary (\$60,000-\$80,000 per annum)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Paid annual vacation
- Paid sick days
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service



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- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service
- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to hr@akisqnuq.org.

Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.