

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

### Housing Manager

The Housing Manager must be in compliance with the LFN Housing Policy and will oversee operations of the housing program. Some of the tasks include setting budgets and policies, developing proposals, managing renovation and new build expenditures, overseeing occupancy eligibility, operations, developing, and providing reports and/or documentation needed to secure and maintain funding or grants for the LFN housing department. The housing manager will work closely with the Capital Manager and report to the Administrator.

#### Main responsibilities:

- Participate in the bi-weekly Program Manager meetings and provide updates
- Manage the housing department, organize community meetings, prepare reports and serve as chair of the housing committee
- Prepare housing maintenance plans, and assist with capital replacement plans
- Complete applications for various housing programs
- Oversee all new construction and renovations to ensure the LFN housing is up to code
- Annual housing inspections for health and safety concerns
- Develop proposals, bidding tenders and use statistical reports to make sound decisions
- Prepare the budgets and financial forecasts for their LFN housing needs
- Annual budgets must be punctual to be ready for audits on an annual basis
- Monitor costs and expenses to make appropriate decisions
- Collaborate and communicate with government agencies
- Provide clear directives to all contractors and consultants.

#### Qualifications

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- Post-secondary education in business administration/accounting/project management or an equivalent number of years of work experience, training or related activity including coordination and senior administrative responsibilities for a First Nation community
- Ability to work independently without supervision and in a team environment where mutual support is essential
- Police record check required
- A valid BC Driver's license and driver abstract is required.

**Open Until Filled**

**Apply with cover letter, resume, and current references to:**

**[jobs@lfn.band](mailto:jobs@lfn.band)**



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