



LYTTON FIRST NATION

P.O. Box 20, Lytton, B.C., Canada, V0K 1Z0, Ph. 250-455-2304

EMPLOYMENT OPPORTUNITY

Housing Manager

The Housing Department 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.

RESPONSIBILITIES and DUTIES:

- Manage the housing department, organize community meetings, preparing reports and serve as chair of the housing committee
- Develop the housing plans and housing policy for the community
- Prepare short- and long-term housing maintenance, and capital replacement plans
- Apply technical and housing knowledge
- Oversee all new construction and renovations to ensure the LFN housing is up to code
- Annual housing inspections for health and safety concerns
- Prepare applications for various housing programs
- Develop proposals, bidding tenders and use statistical report 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.

QUALIFICATIONS:

- 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
- Two (2) to Five (5) years of proven financial accounting knowledge and experience.
- Ability to work independently without supervision and in a team environment where mutual support is essential
- Ability to identify and respond to sensitive community, organizational issues, concerns, and needs
- Police record check required
- A valid BC Driver's license is required.

Open until filled

For further information please contact:

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

jobs@lfn.band

Attention: Administrator

Drop off in person at the Finance Office

Please note only shortlisted applicants will be contacted