



Treaty 7 Urban Indian Housing Authority
234 12C Street North
Lethbridge AB T1H 2M7
Telephone: (403)327-1995 Fax: (403)327-0849

Position Title: Executive Director
Reports to: Board of Directors
Starting Salary: Negotiable based on qualifications
Probation: Six Months
Hours of Work: 7.5 hours per day

GENERAL DESCRIPTION:

The Executive Director reports directly to the Board of Directors and oversees the day to day operations of Treaty 7 Urban Indian Housing Authority. Ensures that the program delivery is in line with the Operating Agreements with Canada Mortgage and Housing Corporation. Key duties include Management & Administration, Finance, Property Management, Tenant Relations, Human Resources and Board Governance. Ensures that the maintenance and improvement of existing housing as well as the establishment of future housing. Negotiate and prepare proposals for funding and obtain required mortgage and project financing from funding agencies such as CMHC and the Provincial and Federal Governments

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

- Must be innovative and insightful in problem solving and revising new procedures and policies;
- Financial, Human Resource and Program Management, and analytical skills
- Property Management including repairs and maintenance management
- An understanding of the cultural and political environment
- An understanding of the roles and responsibilities of Boards
- Must have good human relations, negotiation skills, conflict resolution, and decision making skills
- Must have research and strategic planning, accounting and budgeting skills;
- Effective written communication skills including the ability to prepare reports, policies and motions
- Effective public relations and public speaking skills
- Must have a working knowledge of computer programs;
- A good understanding of current housing trends and issues;
- Possess a good understanding of native cultures and issues;
- An ability to communicate in a Treaty 7 First Nation language would be an asset;
- Must maintain strict confidentiality in performing the duties of the Executive Director and demonstrate the following personal attributes:
 - Maintain standards of conduct and be respectful
 - Demonstrate a dedication to the position and the urban community
 - Demonstrate sound work ethics

Qualifications and Requirements:

- Bachelors Degree in Management with a minimum of five (5) years related work experience.
- Or a (2) year Post Secondary Business Administration Diploma with demonstrated abilities to perform duties and a minimum of seven (7) years related experience.

Please submit a cover letter, resume, current Criminal Record check, and copies of credentials in a marked 'Confidential' envelope to:

Treaty 7 Urban Indian Housing Authority
Attention: Wanda Tail Feathers
234 12C Street North
Lethbridge, AB T1H 2M7
Or email to: wandatf@t7housing.com
Deadline for Applications is 4:30 pm on December 4, 2020

**(For a copy of full job description, please contact the office)
Late and/or incomplete applications will not be accepted.**

Treaty 7 Urban Indian Housing Authority is an equal opportunity employer, however preference may be given to applicants of Aboriginal descent.