



Community Housing Co-ordinator

About The Kwikwetlem First Nation

The Kwikwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and mastersturgeon and salmon fishers. The Kwikwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwikwetlem people.

About the Opportunity

The Kwikwetlem First Nation has an exciting opportunity for a **full-time permanent Housing Co-ordinator** to join our Government Administration team in Coquitlam, BC. Located on the traditional territory of the Kwikwetlem people, our offices are situated at the bottom of Colony Farm Rd.; a car is required as transit is limited. Hiring preference will be given to qualified candidates who self-identify as First Nation or another Canadian Indigenous ancestry. Reporting to the Director of Community Services, this role is responsible for developing and implementing a comprehensive work plan dedicated to improving housing availability for KFN Members, and for coordinating KFN's existing housing programs and existing housing stock.

Responsibilities will include, but are not limited to:

- Act as the lead on the KFN housing portfolio; is the first point of contact for KFN membership and administration with all housing issues.
- Address tenant's inquiries, complaints, and dispatch Maintenance for repairs on a day-to-day basis.
- Creates and prepares housing contracts; oversees housing program to ensure effective and equitable administration as per policy.
- Undertake and draft regular assessments and housing inspections which meet specified standards and deadlines as required by KFN and other stakeholders and funders including conducting annual housing inspections
- Coordinate, supervise contractors and service personnel and monitor renovations and new construction
- Engage in residential land use planning, identify housing needs, and help develop work plan for new residential projects.
- Maintain accurate records and statistics on housing stock, and be able to develop and present accurate monthly reports
- Attend Senior Management, Board and Housing Committee meetings including being the lead staff for any external meetings
- Prepare annual budget based on department programs and anticipated operations expense; reviews budgets monthly to ensure program spending remains in line with funding
- Create requests for bids for various housing related projects as per KFN procurement processes
- Participate in Community Awareness Program-Plan, emergency management, coordinate and facilitate workshops, community meetings, represent housing at community membership forums
- Prepare graphics and presentations for Housing department including creating and distributing flyers, posting housing info to social media, distributing print materials, etc.
- All other related duties/tasks as required and as assigned.



About the Ideal Candidate

- Diploma or degree in Public or Business Administration, Property Management, Urban Planning, Project Management, or a related field is desired. CMHC or Housing Management Certification is a strong asset
- Minimum 3 years of work experience in a field related to residential housing and operations is required in a non-profit setting; ideally in a First Nations Community role
- You are self-managed, goal oriented and finish what you start - well organized with strong written, verbal communication and time management skills
- Uses a project management approach to plan, organize and maintain workloads
- You demonstrate high emotional intelligence, patience, and integrity with a commitment to team-driven success and leading by example
- Must demonstrate a high degree of professionalism and good judgment.
- Good problem-solving ability, creativity, drive, and entrepreneurial spirit
- Experience setting and managing both operational and project budgets
- Your confidence, tact and ability to read your audience when working with others enables you to share ideas and recommendations with large groups in an engaging way.
- Ability to see the big picture; contributes to the development of the strategic direction and program implementation collaboratively with various stakeholder/community groups
- Experience with MS Office Suite tools including MS Project and various other software programs such as Zoom, Visio, etc.
- Must be able to operate effectively and show initiative in an environment where there is at times, minimal supervision.
- Must be able to maintain confidentiality of information and use discretion, tact, and diplomacy when addressing sensitive issues.
- Clear Criminal Record/Vulnerable populations background check & valid class 5 Driver's License with access to a reliable vehicle

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for an employee benefits package that includes:

- Extended Health, Dental, Vision benefits
- Family and Employee Assistance Program

This is a great opportunity to contribute at an exciting time of growth and change within the kwikwəłəm Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the kwikwəłəm people.

If this opportunity matches your values, education, and experience, please forward your resume and cover letter to hr@kwikwetlem.com.

Please be advised that due to the number of applications received, only short-listed candidates will be contacted.