



## EMPLOYMENT OPPORTUNITY

### HOUSING COORDINATOR

(Internal/External Posting – Feb 2024)

**Michipicoten First Nation (MFN)** is a vibrant Anishinaabe community located on the white sands (Northeast shores) of Lake Superior near Wawa Ontario. The registered population is approximately 1,300 with 70 citizens living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities.

Michipicoten First Nation is seeking a full-time, permanent **HOUSING COORDINATOR** to oversee the maintenance and administration of the On-Reserve Housing program for the Nation. The Housing Coordinator ensures the programs run effectively and efficiently in accordance with Michipicoten First Nation's approved policies, procedures, standards, and plans. The Housing Coordinator is responsible for planning, implementing, and managing various housing programs, such as renovations, maintenance, homeownership, rental, and support services. The role involves liaising with external partners, such as funders, contractors, suppliers, and other Indigenous organizations, to ensure the successful delivery of housing services.

#### PRIMARY RESPONSIBILITIES

- Apply for and administer funding from various sources, such as federal, provincial, and private agencies
- Oversee maintenance of housing units
- Establish and enforce housing policies, procedures, and standards
- Coordinate housing inspections and assessments
- Manage the rental and homeownership programs, rent collection, lease agreements and eviction processes
- Maintain housing application listing
- Provide housing support services, such as counseling, education, and referrals to tenants and homeowners
- Maintain accurate and up-to-date housing records and reports
- Evaluate the effectiveness and impact of housing programs and projects
- Identify and address housing gaps and needs in the community
- Participate in regional and national housing networks and initiatives

#### QUALIFICATIONS

##### *Education*

- Diploma or degree in a relevant field, such as housing management, social work, community development or business administration, or equivalent combination of education and experience

##### *Experience*

- Two (2) years' experience in a related role.
- Experience working with or for a First Nation or Indigenous organization and an understanding of the structure, culture, and traditions of communities
- Experience working with ISC, CMHC or other related Provincial or Federal Agencies would be considered an asset.

##### *Knowledge, Skills & Abilities*

- Knowledge of and experience in First Nations housing issues, policies, and programs
- Knowledge of and respect for First Nations culture, history, and values
- Proficiency in Microsoft Office and other computer applications
- Excellent written and oral communication skills
- Strong interpersonal and organizational skills
- Ability to work independently and as part of a team
- Ability to manage multiple tasks and prioritize effectively

**Other**

- Valid Ontario driver's license and ability to travel and work in the field.
- Current and acceptable Criminal Records Check (*if the position is offered*)

**WAGE RANGE** \$25.00-\$28.00 /hr

**TERM** Full-time, permanent

**TO APPLY** Please submit your cover letter and resume as one document to [hr@michipicoten.com](mailto:hr@michipicoten.com) with the position title in the subject line. This position will remain open until filled.

*Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of their citizens. The successful candidate will be primarily engaged in serving the interests of Michipicoten citizens and will give preference to citizens and Indigenous candidates who possess the necessary qualifications.*