



NETMIZAAGGAMIG NISHNAABEG

UNSURENDERED

Employment Opportunity Housing Manager (Full-time Permanent)

Summary:

Netmizaaggamig Nishnaabeg First Nation is seeking an experienced and dedicated Housing Manager to lead our housing services and support the well-being of our community members. Reporting to the Band Manager, the Housing Manager will oversee the development, maintenance, and operations of our housing programs. This position will play a key role in managing housing initiatives, construction projects, tenant relations, and strategic planning to ensure safe, affordable, and high-quality housing.

The successful candidate will work closely with contractors, staff, and community members, ensuring that housing programs align with community needs, policies, and funding requirements. This is an exciting opportunity for a motivated professional to make a meaningful contribution to the long-term sustainability of our community by delivering efficient and effective housing services.

Qualifications:

- A diploma in Construction Management, Business Administration, Social Work, or a related field.
- 5+ years of experience in housing management, construction, or property maintenance.
- Experience managing housing projects, contractors, and tenant relations.
- Strong knowledge of housing policies, building codes, and funding programs.
- Budgeting, financial management, and reporting skills.
- Proficiency in Microsoft Office and property management software.
- Strong communication and organizational skills.
- Cultural awareness and sensitivity to the values of Netmizaaggamig Nishnaabeg.
- Valid driver's license and reliable transportation.

Responsibilities:

- Manage the development, construction, and maintenance of housing units.
- Oversee tenant relations, including applications, lease agreements, and support services.
- Develop long-term housing strategies with the Band Manager to meet community needs.
- Monitor budgets, financial performance, and funding compliance.
- Supervise contractors and maintenance staff, ensuring quality and safety standards.
- Create maintenance schedules and inspect units for health and safety concerns.
- Build relationships with tenants, staff, contractors, and community members.
- Prepare reports for the Band Manager and funding agencies, ensuring accurate documentation.
- Prepare Requests for Proposals (RFPs) and manage procurement processes.



NETMIZAAGGAMIG NISHNAABEG

UNSURENDERED

Other Requirements:

- Comfortable working both in an office setting and on construction sites.
- Ability to lift up to 50 lbs and perform physical inspections.
- Flexibility to work evenings or weekends in emergencies and travel as needed.

CLOSING DATE: November 8th, 2024

Please send a cover letter, resume, certificate of qualifications, and three professional references to:

Trisha Brinklow
Human Resources Manager
Email: trisha.brinklow@picmobert.ca
Phone: (807) 822-2134 ext. 216

Potential candidates will be required to provide a police record check, including a vulnerable persons check, and complete a drug screening test prior to any offers of employment. We thank all applicants for their interest; however, only those selected for an interview will be contacted.