



NETMIZAAGGAMIG
N I S H N A A B E G

Employment Opportunity
Community Housing Coordinator (Full-time Temporary)

The Community Housing Coordinator will have overall responsibility for the development, implementation, and enforcement of administrative, financial, and other policies. This will include working closely with Management, the Chief and Council and the Community Housing Committee on ensuring a successful and sustainable community housing program.

Qualifications:

- Excellent computer skills including working knowledge of MS Office programs including excel;
- Excellent communication skills, written and spoken - ability to write clear correspondence including emails, letters, memos and reports;
- Experience with financial management and budgeting;
- Ability to demonstrate sound judgement, analytical and decision making skills;
- Ability to work under pressure and adhere to deadlines and commitments;
- Reliable and accountable;
- Commitment to prompting equitable access to housing and supporting community well-being.
- Awareness of and/or experience with working with the administration of community housing programs, issues and opportunities;
- a Grade 12 diploma.

Responsibilities:

- Work closely with and provide support to the Community Housing Committee to develop, update, monitor policies and programs related to community housing;
- Assist with the development, monitoring and management of the community housing budget;
- Assist with the development and drafting of funding proposals related to housing;
- Collect and Maintain contract invoices;
- Maintain program files including records for tenants and individual units including paper files and electronic records;
- Assist with new building projects and the development of new homes, from planning stages to completion, ensuring they meet the needs and preferences of the community.
- Perform other related duties as may be required and assigned.

Closing Date: Until Filled

Please send a cover letter and resume to:

Trisha Golding
Human Resource Manager
Email: trisha.golding@picmobert.ca
Phone: (807)822-2134 ext. 216

The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check. We thank you for your application, however, only those selected for an interview will be contacted.

T. 807.822.2134

F. 807.822.2850

www.picmobert.com

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