**COUCHICHING FIRST NATION**

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**EMPLOYMENT OPPORTUNITY**

# **Housing Manager Couchiching First Nation**

Couchiching First Nation requires a Housing Manager located in Couchiching First Nation. This is a full-time, permanent role responsible for the planning, coordination, and administration of the Couchiching First Nation housing programs and services. This includes overseeing housing construction, renovations, maintenance, tenant relations, and financial management of housing programs

Key responsibilities include lead the development and implementation of long-term housing plans, identify and apply for funding opportunities for housing initiatives, plan and manage all housing construction and renovation projects, oversee project timelines, budgets, procurement, and contractor performance, act as landlord for Couchiching-owned rental units, ensuring regular inspections, timely maintenance, and respectful tenant relations, supervise Housing staff, assist in hiring processes, orientation, training, performance management, and professional development, and present reports and recommendations to Chief and Council, Housing Committee, and community members.

Applicants must meet the following criteria:

* Post-secondary degree or diploma in Business Administration, Property/Housing Management, or related field with a minimum of three years of related experience and a minimum of two years of supervisory experience; A combination of education, and experience may also be considered.
* Knowledge of Indigenous housing programs, housing legislation, and building codes.
* Prior experience working with Indigenous communities and/or organizations is preferred.
* Strong project management, financial management, and reporting skills.
* Excellent communication, interpersonal, and conflict resolution skills.
* Strong organizational and time management skills with the ability to work independently.
* Valid Ontario Class G Driver’s License.
* Clear Criminal Record and Vulnerable Sector Check.
* Willingness to work flexible hours, including occasional evenings and weekends.

**Deadline:** Open until filled.

## **How to Apply:**

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [**recruitment@couchiching.ca**](mailto:recruitment@couchiching.ca)

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**Postal mail, or in person at:**

Human Resources: Couchiching First Nation

RMB 2027, RR2, Fort Frances, Ontario P9A 3M3

*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request. for candidates taking part in all aspects of the selection process.*