



## Employment Opportunity

### Housing and Infrastructure Manager

#### Regular Full-Time

Salary: \$106,848.29 - \$133,528.51 (\$58.78 - \$73.37 per hour)

TKC wage scale 9 \* plus benefits

Closing Date: July 26, 2024

Ta'an Kwäch'än Council is seeking a dynamic and results orientated Housing and Infrastructure Manager.

Reporting to the Executive Director, you will work diligently to reflect Ta'an Kwäch'än Council's goals to actively seek out opportunities to address our citizens' housing needs.

As well, you will be responsible for estimating and forecasting budget requirements; preparing, monitoring, and reporting on various project initiatives; and preparing proposals therefore ensuring that funding is available that addresses our housing plan and initiatives.

#### Required Qualifications (what we look for on your resume):

- Post Secondary education in Property Management, Housing Administration, Business Administration or First Nation Management.
- demonstrated excellent leadership skills; conflict resolution and mediation skills.
- strong management skills; strategic planning, budget management, database management (MS Office), Excel.
- Demonstrated facilitation, public speaking skills.

#### Required knowledge and skills (what we will assess):

- Ability to foster trust, acceptance and interest in the development and implementation of housing policies and procedures.
- good conflict resolution and mediation skills
- ability to work independently and collaboratively with various partners.
- knowledge of and ability to interpret applicable acts and legislation.
- Knowledge of proposal writing, activity reporting, and budgets.
- Knowledge of Ta'an Kwäch'än Council First Nation governance structure, social structure, language and traditions, goals and aspirations are essential for success in this position.
- Knowledge of Federal, Territorial and other funding sources
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution)

**Conditions of employment:** an acceptable criminal records check- vulnerable sector, valid class 5 Driver's License Abstract.

BOMI Certification (Building Owners and Managers Institute Certification – takes 2.5 years if 3 courses are taken per year) or willingness to obtain same within three years of hire.

**Note: Per TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume.**

**An opportunity for a secondment from YG or other self-governing First Nations would be considered.**

**We thank all those who apply, however, only those selected for further consideration will be contacted.**

Please submit a cover letter and résumé to e-mail: [humanresources@taan.ca](mailto:humanresources@taan.ca)

Follow the link on the TKC website for a complete job description