



Employment Opportunity

Assistant Housing Manager

Regular Full-Time

Salary: \$52.06/hour – Step 1 of Step 5 (\$94,757.21 per annum)

TKC wage scale 8 * plus benefits

Closing Date: July 9, 2026

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

Reporting to the Manager of Housing and Infrastructure (the Manager), the Assistant Housing Manager has the responsibility of assisting the Manager with the implementation of policies and programs for the management of the Ta'an Kwäch'än Council's housing and infrastructure related activities. This position helps to fulfill TKC's housing and infrastructure development goals and objectives and helps provide hands-on services to the community in an effective, cost-efficient manner. This position will also assist, as directed, with the development, organization and monitoring of all housing and infrastructure records and database systems and will help to evaluate and assess the systems for efficiency.

Also, the position, in conjunction with the Manager, will develop a needs assessment strategy of all TKC's ongoing housing and infrastructure requirements that will require quarterly reporting.

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.

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

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

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