



Employment Opportunity
North Shore Mi'kmaq Tribal Council Inc.

Position Title:	Housing Program Coordinator
Report To:	Housing Manager
Location:	38 Micmac Road, Natoagenag (Eel Ground), NB E1V 4B1
Application Deadline:	Open until a suitable candidate is found
Anticipated Start Date:	As Soon As Possible
Program Location:	47 Church Road, Natoagenag (Eel Ground), NB E1V 4E6

Purpose of the Position:

Reporting to the Housing Manager, the Housing Program Coordinator is pivotal in providing essential administrative support for housing services across participating First Nation communities. The Coordinator will actively contribute to enhancing housing capacity within Indigenous communities through our organization's initiatives. Key responsibilities include collaborating closely with NSMTC housing staff, executing administrative housing duties, facilitating workshops, conducting community outreach, and providing crucial support in preparing grant proposals.

Participating First Nation Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Key Responsibilities:

- Collaborating with NSMTC housing manager/staff on daily administrative and managerial tasks related to housing deliverables.
- Participating in in-person Housing Workshops for First Nation communities, assisting in organizing, facilitating, and supporting activities, and contributing to post-workshop initiatives.
- Administering the NSMTC Housing Program, including data management, program evaluation, and assisting member communities in implementing a housing management database.
- Engaging in community outreach to raise awareness about NSMTC's housing programs and resources, attending gatherings, networking events, and career fairs to disseminate information effectively.
- Supporting the preparation of grant proposals, funding applications, and project reports for housing initiatives.
- Identifying potential funding sources and preparing requests for proposals (RFPs) and requests for quotes (RFQs).

Additional Information: The outlined technical and administrative duties are indicative and not exhaustive. The role may involve other responsibilities aligned with the organizational objectives.

Qualifications and Skills:

- One year of post-secondary education is considered an asset.
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams...) and the ability to learn other software applications (e.g., ArcGIS online).

- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team to meet required deadlines.
- Certificate(s) in housing inspection or construction-related trades will be considered an asset.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging
- Competitive salary, pension and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position. This is an entry-level position suitable for candidates eager to develop their skills and grow within the housing sector.

This is a full-time position. Salary will be based on the successful candidate's education, experience, and qualifications. **The candidate must be of First Nations descent and under 30 years of age, as eligibility for funding for this particular position is contingent upon this criterion.**

Please kindly submit your resume and cover letter to:

Tammy Scott, Human Resource Manager

Careers@nsmtc.ca

We thank you for your interest; however, only those candidates selected for an interview will be contacted.