



Employment Opportunity
North Shore Mi'kmaq Tribal Council Inc.

Position Title:	Housing Inspector/Technician
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, Natoaganeg (Eel Ground), NB E1V 4E6

Purpose of the Position:

Reporting to the Housing Manager, the Housing Inspector/Technician is accountable for delivering technical support for Housing services across participating First Nation communities. This role is crucial in enhancing housing capacity within Indigenous communities through our organization's initiatives. Responsibilities encompass collaborating closely with NSMTC housing staff, performing inspections, preparing detailed inspection reports, participating in workshops, and actively engaging in community outreach efforts.

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:

- Collaborate with NSMTC housing manager/staff on daily administrative and managerial tasks related to housing.
- Assist in conducting housing inspections and preparing detailed reports.
- Aid communities in developing housing renovation projects, including defining work scope and providing cost estimates.
- Prepare accurate cost estimates for housing projects.
- Engage in community outreach to raise awareness about NSMTC's housing programs and resources, attending events and fairs.
- Provide ongoing support to NSMTC member communities in implementing and maintaining asset management plans.
- Assist with housing projects, programs, policy development, and housing database management in First Nations.
- Participate in housing training and exercises for NSMTC member communities.

Additional Information: Please note that 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:

- 1 year of post-secondary education is beneficial.
- Proficiency with Microsoft Office 365 (Outlook, Word, Excel, Powerpoint, Teams...) and the ability to learn other software applications (e.g. ArcGIS online).
- Ability to work both 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.

Please kindly submit your resume and cover letter to:

Tammy Scott, Human Resource Manager

careers@nsmtc.ca

NSMTC is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.