

## **EMPLOYMENT OPPORTUNITY**

<b>Position Title:</b>	<b>Housing Inspector-In-Training</b>
<b>Report To:</b>	Housing Manager
<b>Location:</b>	38 Micmac Road, Eel Ground, New Brunswick, E1V 4B1
<b>Application Deadline:</b>	Open until a suitable candidate is found
<b>Anticipated Start Date:</b>	October 21, 2024
<b>Program Location:</b>	47 Church Road, Eel Ground, NB E1V 4E6

### **Purpose of the Position:**

The Housing Inspector In-Training position will play a key role in providing support for housing inspection services across participating First Nation communities. This entry-level position is crucial in strengthening housing capacity within First Nation communities through our organization's First Nation capacity-building initiatives. As a Housing Inspector In-Training, you will receive mentoring and professional training to become a certified housing inspector in the Province of New Brunswick. This role offers a unique opportunity to gain valuable experience and develop your skills in the First Nation housing sector, making it an excellent starting point for your career.

### **NSMTC Member 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 NSMTC inspection team in performing housing inspections and preparing detailed reports.
- Aid NSMTC communities in developing housing renovation projects, including defining scopes of work and providing cost estimates.
- Assist NSMTC housing team in preparing cost estimates for housing construction and renovation projects.
- Engage in community outreach to raise awareness about NSMTC's housing programs and resources, attending events, career fairs, and conferences related to housing.



- Provide ongoing support to NSMTC member communities in implementing and maintaining asset management plans, maintenance management plans, and geographic information systems as they relate to First Nation housing.
- Assist with housing projects, housing programs, policy development, and creation / updating of housing databases for First Nation communities. management in First Nations.
- Assist with the preparation of request for quotes and request for proposals as they related to housing.
- Assist with the development and faciliation of housing workshops and training material for First Nations.
- Assist with the creation and distribution of design / construction bulletins as they relate to First Nation housing.
- Participate in housing training and exercises for NSMTC member communities.

**Qualifications and Skills:**

- Highschool Diploma Required.
- 1 year of post-secondary education is considered an asset, but not required.
- 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.

If you are passionate about directly supporting First Nation communities, motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position. This entry-level position is suitable for candidates eager to develop their skills and grow within the First Nations 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 as eligibility for funding for this particular position is contingent upon this criteria. Preference will be given to registered First Nation members from NSMTC's member First Nation communities.**

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.

