



## EMPLOYMENT OPPORTUNITY

**Position Title:** Housing Systems Analyst, Technical Services  
**Report To:** Infrastructure Services Manager  
**Location:** 47 Church Road, Natoaganeg, NB, E1V 4E6  
**Anticipated Start Date:** September 15, 2025  
**Application Deadline:** August 22, 2025

### NSMTC Member Communities:

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

### Position Overview:

Reporting to the Infrastructure Services Manager, the Housing Systems Analyst position plays a vital role in providing housing data management, analysis and systems development services at NSMTC for our member First Nations. This role is essential to enhancing existing and future housing information and services/capacity at NSMTC by assisting in the development of NSMTC's existing and new housing asset management and maintenance services.

### Key Responsibilities:

- Assist with the development of comprehensive housing management and maintenance plans for NSMTC member communities.
- Assist with the input and management of all housing related data within Cityworks and ArcGIS Online to support cloud-based management of housing assets by our First Nations.
- Assist with the collection, review, organization, and distribution of First Nations housing asset data through various NSMTC data systems for use by member First Nations.
- Become familiar with the NSMTC data systems (Dropbox, ArcGIS Online, Cityworks, Fiix CMMS, etc...) and provide ongoing support to the First Nation housing operators at the community level.
- Assist in the ongoing development and improvement of the NSMTC data platforms as it relates to the delivery of housing services.
- Assist in collecting First Nations housing asset data to maintain the currency of the NSMTC data platforms with a focus on housing and related infrastructure.
- Create and/or update forms within the NSMTC data environments based on the specific program needs and requirements (e.g. Housing Inspections).
- Review and upgrade data systems to improve performance
- Create plans to identify and troubleshoot technical problems and combat security risks.
- Write manuals or guidelines to explain how a system works (e.g. CW Users Manual).
- Prepare and submit site visit reports at the conclusion of each First Nation site visit.
- As required, participate in First Nation meetings or other organization meetings throughout each fiscal year as it pertains to the position.
- Other duties as required to meet organizational objectives.

**Qualifications and Skills:**

- C.E.T. or equivalent; College-level diploma in a related technology field for operating and maintaining data systems is preferred.
- 3+ Years of relevant experience.
- First Nations housing administrative or management experience.
- Knowledge of First Nation housing programs through Indigenous Services Canada and Canada Mortgage and Housing Corporation.
- Ability to plan, organize and implement data management systems.
- Good communication skills; both oral and written.
- Possession of excellent trouble-shooting and problem-solving skills.
- Good understanding and use of computer software including Microsoft Office and other communication platforms (virtual).
- ArcGIS online and Cityworks software knowledge would be considered an asset.
- Experience working with First Nations.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- 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.

**Additional Information:**

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.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

**Application Deadline:**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca) by August 22, 2025 at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.