



EMPLOYMENT OPPORTUNITY HOUSING MANAGER - TECHNICAL SERVICES

Join Our Team

The North Shore Mi'kmaq Tribal Council (NSMTC) is seeking a Housing Manager to join our Technical Services team.

Position Title: Housing Manager
Report To: Director of Technical Services
Location: 47 Church Road, Natoaganeg, NB, E1V 4E6
Anticipated Start Date: November 16, 2026
Application Deadline: October 23, 2026

NSMTC Member Communities:

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

The Opportunity

Reporting to the Director of Technical Services, the Housing Services Manager leads the planning, delivery, coordination and continuous improvement of NSMTC housing programs and technical housing services supporting member First Nation communities.

This is an opportunity for a manager who brings strong housing or construction knowledge, practical problem-solving skills and a commitment to working collaboratively with communities. The role leads to the day-to-day delivery of CMHC On-Reserve Housing Programs, Code Compliance Inspections and related housing initiatives, ensuring program commitments, funding requirements, timelines, documentation and reporting obligations are met.

The Housing Services Manager provides technical guidance and advice to member communities, manages assigned employees and resources, builds strong relationships with communities and external partners, and identifies opportunities that strengthen long-term housing capacity. The Manager works within approved organizational direction, policies, budgets and delegated authority and provides timely information, analysis and recommendations to the Director of Technical Services.

North Shore Mi'kmaq Tribal Council (NSMTC)

Main Office – 38 Micmac Road, Natoaganeg (Eel Ground) First Nation, NB E1V 4B1

T: 506.627.4611 | **F:** 506.627.4613 | **E:** Info@NSMTC.ca | **W:** NSMTC.ca

What You'll Do

- Lead the planning, delivery, monitoring and continuous improvement of NSMTC housing programs and services, establishing clear priorities, work plans, performance measures and reporting requirements.
- Lead, support and develop assigned employees by establishing clear expectations, providing coaching and feedback, managing workloads and fostering a respectful and accountable team environment.
- Manage the delivery of CMHC On-Reserve Housing Programs and coordinate Code Compliance Inspections for eligible new construction, renovations and other housing projects.
- Ensure housing programs and projects meet applicable funding requirements, building codes, documentation standards, timelines and reporting obligations.
- Manage approved program budgets, funding agreements and assigned resources; monitor expenditures and commitments; and support funding proposals, reporting and responsible resource decisions.
- Provide practical technical guidance and advice to member communities on housing development, construction, maintenance, inspections and regulatory requirements.
- Build trusted relationships with member First Nations, housing departments, CMHC, government agencies, contractors, consultants, inspectors and other housing stakeholders.
- Identify and lead housing-related training, tools, workshops and capacity-building opportunities that strengthen community housing knowledge and capability.
- Identify and manage program, financial, service and people-related risks, making operational decisions within delegated authority and escalating significant matters appropriately.
- Work collaboratively across Technical Services and NSMTC to improve systems, processes and service delivery and to support shared organizational and community priorities.
- Monitor housing-related policy, funding and sector developments and identify partnerships, funding and service opportunities that strengthen long-term community housing capacity.
- Provide the Director of Technical Services with timely program information, analysis, performance reporting and recommendations on housing needs, risks, priorities and emerging opportunities.

What You Bring

You are an experienced, collaborative manager with strong housing or construction knowledge and the ability to lead programs, people and relationships in a community-focused environment.

- Post-secondary education in Construction Management, Building Technology, Engineering Technology, Architectural Technology, Project Management or another relevant discipline; an equivalent combination of education, training and experience may be considered.
- Progressively responsible experience in housing, residential construction, inspections, project management, housing program delivery or a related field, including experience coordinating multiple projects, priorities and stakeholders.
- Demonstrated leadership or supervisory experience, including setting priorities, supporting employees, managing workloads and building an accountable and respectful team environment.
- Knowledge of residential construction practices, applicable building codes, code compliance and inspection processes.
- Experience with program budgets, funding agreements, proposals, reporting and resource management, with the ability to work responsibly within approved financial parameters.

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- Strong judgement and decision-making skills, including the ability to assess program and organizational impacts, manage risk and recognize when consultation or escalation is required.
- Strong communication, relationship-building, collaboration, organization, facilitation and problem-solving skills, with the ability to work effectively with First Nation communities, contractors, consultants, government and funding partners.
- Proficiency with Microsoft Office and the ability to learn relevant program and project-management systems. Experience preparing Requests for Proposals (RFPs), reports and proposals is an asset.
- Experience working with First Nation communities and/or CMHC On-Reserve Housing Programs is considered a strong asset. Knowledge of First Nation governance, community priorities and capacity development is also an asset.
- Spoken and written English is required; proficiency in Mi'kmaq is considered an asset.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.

Leadership at NSMTC

Our team leaders are expected to lead beyond their individual departments. They connect the work of their teams to NSMTC's broader strategic direction, exercise sound judgment and decision-making, manage resources responsibly, develop people and leadership capacity, work collaboratively across the organization, and build trusted relationships with the communities we serve.

Leadership & People Management • Communication & Relationship Management • Decision-Making & Problem Solving • Planning & Strategic Execution • Financial & Resource Management • Cultural Competence & Community Engagement • Adaptability & Continuous Improvement

Above all, we are looking for someone who understands that strong leadership is about creating the conditions for people, programs, and communities to succeed.

Interested in Joining NSMTC?

If you are an experienced leader who is excited about the opportunity to strengthen our Technical Services team, develop people, and contribute to meaningful work with First Nation communities, we would welcome your application.

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.

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Additional Information:

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 by **October 23, 2026 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.

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