



K'ómoks First Nation

3330 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

EMPLOYMENT OPPORTUNITY

Housing Coordinator

Deadline Extension: November 4, 2016 at 12:00 p.m.

Position Title: Housing Coordinator
Status of Employment: Part-time position, temporary to March 31, 2017
Reports to: Band Administrator

A Housing Coordinator is required for the K'ómoks First Nation. This is a temporary part-time position with 21 hours per week to March 31, 2017.

Key Responsibilities: The Housing Coordinator will report to the Band Administrator and is expected to carry out a wide variety of housing related tasks:

- Development of housing plan
- Preparation of housing policies
- Ensuring construction and renovations meet appropriate standards
- Overseeing new construction and renovation
- Preparation of applications for various housing programs
- Developing proposals
- Request for bids
- Preparing budgets & forecasts
- Monitoring INAC budgets
- Working with committees and the Community members
- Responding to Government communications regarding housing; including arrears

Qualifications:

- Diploma or post-secondary training in field or any combination
- Experience with budgets
- Proven experience in committee and plan development
- Proven experience with housing policies
- Familiarity and experience with project management in construction and renovation
- Good oral and written communication
- Able to work with minimal supervision
- Able to work in a team environment
- Proficient in Word, Outlook and Excel
- Knowledge of KFN people, culture and history
- Proven ability to write grant proposals and report writing

Wage is depending on experience. Interested applicants must clearly demonstrate how they meet the qualifications. Submit resume and cover letter outlining wage expectations to: Marcia Dawson, Band Administrator at Marcia.dawson@komoks.ca or drop off resume to front desk at 3330 Comox Road, Courtenay. Three (3) work related references are required. We thank all interested applicants however we will contact only those selected for an interview.

Closing Date Extended: November 4, 2016 at 12:00 p.m.

Interview Date: November 15, 2016