



Tzeachten First Nation
45855 Promontory Road
Chilliwack, BC V2R 0H3



EMPLOYMENT OPPORTUNITY

Housing Officer

Tzeachten First Nation, located in Chilliwack, BC, requires the services of a Housing Officer. This is a **full time permanent** position (35 hours per week). Schedule will be Monday to Friday 8am-4pm. The Position will be reporting to the Property and Public Works Manager.

Primary Responsibilities:

- Assists manager to carry out all office administration of the department through general reception, drafting official documents, setting up appointments, etc.
- Problem solve ongoing issues concerning Tzeachten housing stock, public infrastructure, membership concerns, etc.
- Engaging membership regarding various housing grants/services available (HASI, RRAP, ERP, Sto:lo Better At Home, etc.)

Qualifications, Knowledge and Experience:

- Minimum Grade 12 or equivalent experience.
- Completion of a First Nations Housing Manager course or equivalent is an asset;
- Completion of a CMHC's HIIFNY internship or equivalent is an asset;
- Must be able to work in a team environment, have excellent time management skills and work independently with minimum supervision.
- Must be familiar with computer usage and various common software such as Excel and Word.
- Excellent verbal and written communication skills.
- Must successfully pass a pre-employment RCMP Criminal Record Check.
- A valid BC's Driver's License is an asset.

Salary: Commensurate with experience and training.

APPLICATION DEADLINE:

April 24th, 2019

Candidates will be screened according to the qualifications/requirements above. Interested candidates are required to submit a resume indicating the job title position above on their covering letter in confidence to:

Tzeachten First Nation
Attention: Danny Tourville, Property and Public Works Manager
45855 Promontory Road
Chilliwack, BC V2R 0H3
Email: danny@tzeachten.ca Phone: 604-858-3888 Fax: 604-858-3382

We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Tzeachten First Nation.