



Penelakut Tribe

11330 Clam Bay Road North
Penelakut Island, B.C. V0R 5K0
Ph. (250) 246-2321 Fax. (250) 246-2725

Job Title: Housing Manager

Location: Penelakut Island – Tribes Administration Office

Job Type: Full Time, Mon – Thurs, 7:15am – 4:15pm

Salary: Depending on Experience

Process: send resume and cover letter to: communications.pc@penelakut.ca

Deadline for applicants: The position will be open until filled

Position Purpose:

We are seeking a passionate and experienced Housing Manager to join our team at Penelakut Tribes. Reporting directly to the Tribes Administrator, the Housing Manager will be responsible for planning, development, management and stewardship of the Housing Program including all band owned rental properties.

Key Responsibilities:

- Track and manage rental housing units and tenants
- Set up and maintain accurate tenant records
- Arrange and schedule inspections, repairs and maintenances as per instruction from the Tribes Administrator
- Oversee the rent collection, application and eviction processes ensuring they occur in alignment with the Tribes Housing Policy.
- Prepare tenancy agreements and other associated documents
- Conduct income verification research and report on findings
- Oversee RRAP and AANDC-funded housing projects
- Manage AANDC renovation and mold remediation projects including organizing with FNHA to inspect homes, complete project work scopes, submitting applications and project managing remediation projects

Qualifications:

- Business Administration experience preferred
- Minimum 5 years of general office experience
- Strong knowledge of financial and tenancy documents
- Familiarity with First Nations housing needs and policies
- Excellent communication, organizational, and computer skills
- Discretion & Respect for Confidentiality