

## EMPLOYMENT OPPORTUNITY

Position: Housing Administrative Officer (1)

Summary: Through the CMHC Housing Internship Initiative for First Nations and Inuit Youth (HIIFNIY) program we are able to hire one (1) Housing Administrative Officer (HAO). The HIIFNIY program is a youth employment initiative providing work experience and on-the-job training for First Nations and Inuit Youth. This program is designed to assist youth in pursuing long-term employment in the housing sector.

The HAO will be supporting the 9 Matawa Communities in developing their housing databases. The officer will ensure that all operations are conducted in a respectful and responsible way. This role will involve strong computer and administrative skills and will require frequent communication with the communities and possible travel as well. The ideal candidate is highly organized, has an interest in working with remote/road accessible First Nation communities and strong computer skills.

### Eligibility Criteria:

- Aboriginal youth.
- Between the ages of 15 and 30.
- Must not be otherwise employed throughout the internship.
- Not receiving Employment Insurance benefits or agree to discontinue the benefits before the start of the internship.

Wages: \$16/hour for 35 hours a week (7 hours/day for 5 days/week)

Schedule: Position is Posted December 1<sup>st</sup> – December 19<sup>th</sup>  
Interviews will be held December 21<sup>st</sup>  
Position Starts Friday January 19<sup>th</sup>, 2018 and Ends Friday March 30<sup>th</sup>, 2018  
(Duration approx. 10 weeks).

Please submit cover letter with resume to:

**Matawa First Nations Management**  
ATTN: Kaitlyn Mauracher, Technical Services Department  
RE: HOUSING ADMINISTRATIVE OFFICER  
233 Court Street South, Main Floor, Thunder Bay ON P7B 2X9  
**Or Fax to:** (807) 344-2977 **Or Email to:** [kmauracher@matawa.on.ca](mailto:kmauracher@matawa.on.ca)

Deadline to Apply: Tuesday December 19<sup>th</sup>, 2017 at 4:30 pm.

*The full job description is available on our website: [www.matawa.on.ca](http://www.matawa.on.ca).*

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