



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

Housing Manager

Competition #: HMR-05-2025

Closing: May 9, 2025 @ 4:00pm

POSITION SUMMARY:

We are seeking an experienced Housing Manager to lead our housing programs. This role encompasses planning, developing, maintaining, and repairing residential infrastructure within the First Nation. The Housing Manager under the direction of the Executive Director will oversee the management and maintenance of existing housing infrastructure while working closely with the Infrastructure & Capital Works Manager to plan and build new homes that address the community's evolving housing needs. This position requires effective leadership and supervisory abilities.

PREFERRED QUALIFICATIONS

- Post-secondary education in construction management, public administration, business, or a related field, or equivalent experience
- 3–5 years of housing management or construction experience, preferably in Indigenous communities
- Knowledge of First Nation housing challenges, Ontario building codes, and safety regulations
- Familiarity with government housing programs and funding opportunities
- Experience managing a department budget with accountability and efficient resource allocation.
- Strong project management, organizational, communication, and interpersonal skills
- Proficiency in Microsoft Office
- Ability to work independently, manage multiple priorities, and address community needs
- Valid driver's license and access to a vehicle
- Based in the community; occasional travel and evening/weekend work may be required
- Criminal record check required
- Commitment to workplace safety; drug testing may apply in certain situations

DUTIES AND RESPONSIBILITIES:

- Oversee housing program, staff and budgets
- Plan and execute housing renovation projects
- Manage and implement preventive maintenance programs
- Ensure compliance with health, safety, and environmental standards
- Engage with the community and stakeholders
- Maintain existing housing infrastructure and support sustainable development
- Secure funding and manage resources to uphold quality and safety standards.

To apply: Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition #HMR-05-2025 via:

Email: resumes@clfn.on.ca

Fax: (705) 463-2222

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.