



**TSAWWASSEN FIRST NATION**  
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**EMPLOYMENT OPPORTUNITY**

**Community Housing Coordinator - Full Time Regular**

Tsawwassen First Nation (TFN) is a proud Coast Salish nation with our land base situated in Tsawwassen, B.C. In 2009, the Tsawwassen First Nation Final Agreement came into effect – this treaty was the first modern urban treaty in BC and the first treaty to be successfully negotiated through the BC Treaty Commission process.

Tsawwassen First Nation also became a full member of Metro Vancouver, the first First Nation to do so. We are now going through a period of revival and renewal as we plan our future and seek opportunities to sustain our growth physically, economically and culturally, for present and future generations.

The Community Housing Coordinator is responsible for developing and implementing a comprehensive workplan dedicated to improving housing availability for Tsawwassen Members, and for coordinating TFN's existing housing programs and existing housing stock. Housing is one of TFN's biggest challenges; increasing job opportunities at TFN and a growing population are creating more demand for housing. The Community Housing Coordinator will be tasked with implementing a construction initiative and with assisting Members through the home construction process, using a variety of program tools, grants, and partnerships with financial institutions, home builders, and engineering professionals.

Specifically, the Community Housing Coordinator will have responsibility for a new housing construction program, developing and maintaining relationships with third party housing providers such as Metro Vancouver Housing Corporation, negotiation and oversight of TFN Home Loan Guarantee arrangements with financial institutions, TFN's existing social housing program, and administering housing grant programs.

**Working Relationships**

The Community Housing Coordinator reports to the Director of Lands. The Community Housing Coordinator will work with several TFN departments, including Policy and Government Services, Finance, and Health and Social Services, to achieve its goals. The Coordinator will be expected to develop excellent relationships with TFN Members and strong working relationships with external partners, including financial institutions and the Canada Mortgage and Housing Corporation, and Aboriginal Affairs and Northern Development.

**Specific Responsibilities**

The Coordinator accomplishes TFN's housing objectives through the following specific tasks:

- Overall management the TFN Housing program, including the housing budget, contracts, and any staffing needs required. The TFN Housing Program includes all of the following specific activities.

- Manage TFN's social housing program, including units within CMHC's program (initial mortgage not fully paid) and within TFN's program (mortgages paid out). Responsibilities within the social housing program include:
  - Handle rent collection and housing assignment
  - Manage maintenance and repair budget, including ensuring appropriate cost controls according to the appropriate budget
  - Work with clients to manage rent arrears
  - Maintain tenant relations through workshops, communication, and education
  - Complete a minimum annual inspection and follow up report
  - Maintain a highly organized file system
  - Work with the Lands Department on the Housing Needs Assessment component of the Community Housing Plan
- Deliver a market housing construction project on Falcon Way Drive
  - Coordinate housing projects, including financing, budget preparation, and project scheduling
  - Monitor and oversee project through all phases of construction
  - Follow-up with contractors to ensure project is complete
- Be the first point of contact for Members to access assistance with housing, including:
  - Grant applications, including TFN grants and federal grants
  - Assistance with regulatory requirements
  - Assistance with financial institutions
  - Housing policies and procedures from AANDC, CMHC, and other related agencies.
- Manage the Falcon Way Lot Allocation Policy, the Pre-Construction Cost and Servicing Grants, and other housing related TFN programs.
- Work with financial institutions to expand the TFN Housing Loan Guarantee Program to additional institutions
- Assist Members with accessing TFN Housing Loans through the Guarantee Program
- Prepare and submit all reports in accordance with relevant agency requirements.
- Maintain current knowledge of housing policies and procedures at TFN and from external agencies, as well as of current residential construction practices

### **Education/Experience:**

High school graduate. Relevant experience and knowledge of the home construction industry is a requirement. CMHC or Housing Management Certification is preferred. Diploma or degree in public administration, business administration, urban planning, project management, or a related field is an asset. 4-7 years of work experience in a field related to residential housing and operations is essential; or an equivalent combination of education and experience.

Additionally:

- Knowledge of Tsawwassen First Nation's legislative and regulatory environment.
- Experience/familiarity with First Nation housing
- Knowledge of First Nation history, culture, and communities.
- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.
- Familiarity with budget management
- Must complete a satisfactory Criminal Records Check
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle
- Ability to effectively prioritize workloads and meet required deadlines
- High ethical standards

## **Working Conditions**

Work is performed primarily indoors in an office environment. Off site travel is occasionally required to conduct site visits for construction project, attend meetings, committees, conferences and training events.

Qualified applicants are invited to submit their resume and cover letter to [hr@tsawwassenfirstnation.com](mailto:hr@tsawwassenfirstnation.com)

**Wages:** Competitive pay commensurate with qualifications.

*We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.*

Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.