

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

Employment Opportunity Housing Manager

Employment Type: Full-time Indeterminate

Location: Old Crow

Salary: \$68,231.00 - \$81,859.00 plus a remote living allowance of \$8200.00 per year
[Hourly rate is from \$45.50 - \$54.60 per hour]

Reporting to the Director of Government Services you will be responsible for the overall managerial function of VGFN's Housing Programs, including – both the transfer of existing homes and new units, as well as rental units, transitional for housing and social housing.

Your responsibilities include the tenancy management of all housing units and housing programs across the housing continuum; for estimating and forecasting budget requirements; and preparing and monitoring reports on housing projects. The coordination of strategic planning and for developing and maintaining both short-term and long-term housing plans, including housing program options for planning purposes is a key role in this position. You will be expected to generate appropriate proposals to fulfill reporting requirements and ensure that funding is available for planning purposes.

Education and Experience:

Certificate or diploma in one or more of the following: business administration, property management or related education. A combination of equivalent work experience and education will be considered.

Your excellent diplomatic and written communication skills will be key to your success in this position.

A detailed job description is available from the Human Resource Office.

Closing Date: Friday February 12, 2021 at 05:00 pm

Please submit resume and cover letter that includes job experience related to position to:

Crystal Linklater
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800

Preference will be given to qualified VGFN Citizens.

Posting date: February 1, 2021

Ref:2021-02-01