



Housing Manager Full-Time

Port Hardy and North Island
Quatsino

Thursday January 22, 2026

\$26 - \$30/ hour (\$25.35-\$36.75 per hour)

Company: Quatsino First Nation

Industry: Public Works & Services

How to apply:

Send your cover letter and resume to: hr.manager@quatsinofn.ca

Expiry Date:

Thursday, February 05, 2026

Details:

Quatsino First Nation Get to know us: We, the Quatsino First Nation, proud descendants of the Gusgimukw who were placed on these lands by the Creator, have persevered throughout time by valuing our traditions and people and by continually exercising our inherent right to the lands and resources of our traditional territory. Through resilient leadership, consistent communication, and working together we will empower our community to strive forward and succeed in reviving and rebuilding our unique language and culture, strengthening our governance structures, and providing equitable services and opportunities that create a vibrant, healthy community that is self-governing, prosperous, supportive and carries our growing knowledge forward for future generations.

Position Summary: The Housing Manager is responsible for overseeing the provision of affordable, healthy, high-quality, and well-maintained housing for the community. This role involves a blend of strategic planning, hands-on management, and interpersonal relations. The Housing Manager ensures the effective management of housing projects, tenant relations, financial planning, and policy development. Additionally, the Housing Manager provides supervisory support to the Public Works team and covers for the Director of Public Works in their absence. This position reports to the Director of Public Works and plays a vital role in improving housing services and supporting community growth.

Key Responsibilities

- **Planning and Development:**
- **Housing Strategy Development:** Create and implement housing plans that align with community needs and long-term goals.
- **Policy Formulation:** Draft and maintain housing policies that support sustainability, affordability, and accessibility.
- **Capital Planning:** Develop short- and long-term maintenance and capital replacement plans for housing units.
- **Technical and Housing Knowledge:**
- **Construction and Renovation Oversight:** Ensure all new construction and renovation projects meet relevant building standards and codes.
- **Program Application:** Prepare and submit applications for housing programs and funding opportunities.
- **Inspection and Compliance:** Conduct annual housing inspections and ensure compliance with safety and quality standards.
- **Proposal Development:** Develop proposals for housing projects, including calls for tenders

and bids. Financial Management: •Budget Preparation and Monitoring: Create and manage housing budgets, forecasts, and financial reports. •Cost Control: Monitor budget adherence and adjust plans as necessary to ensure financial sustainability. •Decision Support: Use financial data and technical reports to inform decision-making. •Organizational and Administrative Functions: •Record Keeping: Maintain accurate records of housing inventory, maintenance schedules, and tenant information. •Report Preparation: Prepare comprehensive reports on housing activities, project outcomes, and financial performance. •Meeting Coordination: Organize meetings with stakeholders, tenants, and housing personnel to ensure clear communication and accountability. Interpersonal and Communication Skills: •Tenant Relations: Manage tenant concerns and disputes, ensuring a positive and respectful living environment. •Staff Management: Supervise housing personnel, conduct performance evaluations, and foster professional development. •Community Engagement: Facilitate community meetings, present housing plans and updates, and ensure open communication between the housing department and the community. •Supervisory and Leadership Responsibilities: •Team Supervision: Provide day-to-day supervision of housing personnel, ensuring staff are meeting performance expectations and project deadlines. •Performance Management: Conduct regular performance evaluations, set clear goals, and provide constructive feedback to the housing team. Director Coverage: Act as the point of contact and oversee the Public Works department in the Director's absence, ensuring that all departmental functions continue smoothly. This includes making critical decisions, managing team members, and addressing any urgent issues that arise.

Qualifications & Experience:

Qualifications Education: Bachelor's degree in Business Administration, Property Management, or a related field. Completion of courses in property or project management is preferred. Experience: Minimum of 5 years of experience in property management, housing programs, or contract administration, with a strong background in supervising teams. Skills: •Strong knowledge of housing and construction standards. •Proficiency in budget management and financial planning. •Excellent interpersonal, communication, and organizational skills. •Leadership and team management capabilities. •Experience working in Indigenous communities is an asset. Reporting and Collaboration The Housing

Manager reports directly to the Director of Public Works and works closely with other departments to support infrastructure projects and align housing strategies with broader community goals. The Housing Manager will cover the Director's responsibilities during their absence, ensuring continuity of operations.
