



May 2, 2024

## **JOB POSTING**

<b>TITLE OF POSITION:</b>	Housing Technician
<b>IMMEDIATE SUPERVISOR:</b>	Executive Director of the FNAESC
<b>LOCATION:</b>	Work from home with occasional travel
<b>SALARY:</b>	\$44,117 - \$58,822 (Code d'emploi – 4211)
<b>DURATION:</b>	Full-time (35 hours per week)

**SUMMARY OF THE POSITION**

The technician for the housing file will act as support for the housing team which includes, but not limited to, the CoPH coordinator, the AEC student support worker in housing management as well as the PoCH project manager.

**TASKS AND RESPONSIBILITIES**

- ⊞ Participate in weekly housing meetings, taking minutes, research and development,
- ⊞ Support the housing team in drafting documents, organizing webinars, updating social media, websites,
- ⊞ Develop tools allowing access to housing such as a guide, posters, strategies,
- ⊞ Communicate and develop links with Band Councils as well as Tribal Councils in order to approach them so that their staff related to housing become members of CoPH and Workplace,
- ⊞ Other related duties as required.

**REQUIREMENTS**

- ⊞ Diploma in a relevant field of study;
- ⊞ Five (5) years of relevant experience;
- ⊞ Have an interest in housing in Indigenous communities;
- ⊞ Good knowledge of French and English, both written and spoken;
- ⊞ Knowledge of the Microsoft Office suite;
- ⊞ Knowledge of web development programs such as Wordpress and Weebly;
- ⊞ Have access to a computer, a cell phone and an internet connection.

**ASSETS**

- ⊞ Knowledge of an Indigenous language;
- ⊞ Knowledge of the culture and structures of Indigenous communities;
- ⊞ Knowledge of the adult education environment.

**PERSONAL SKILLS**

- |                                     |                         |
|-------------------------------------|-------------------------|
| ⊞ Interpersonal skills              | ⊞ Tact and diplomacy    |
| ⊞ Effective communication           | ⊞ Adaptability          |
| ⊞ Team spirit                       | ⊞ Ability to plan       |
| ⊞ Developing partnerships           | ⊞ Organizational skills |
| ⊞ Ability to analyze and synthesize | ⊞ Problem solving       |

**Only candidates with the prerequisites required will be called for an interview.**

**Candidates interested in this position can send their curriculum vitae along with a cover letter, before May 20, 2024 at 4pm, by email, to:**

**Ramelia Chamichian**  
**First Nations Adult Education School Council**  
[info@conseilscolaire-schoolcouncil.org](mailto:info@conseilscolaire-schoolcouncil.org)

