



Employment Opportunity

Lennox Island First Nation Housing and Infrastructure Manager

Reports To

Band Administrator, Lennox Island First Nation

Summary

We are seeking a Housing Manager to join our team. The Housing Manager is responsible for the development, operation and administration of the Lennox Island First Nation Housing department and performs all duties and responsibilities in accordance with the policies, plans, standards and procedures.

Roles and Responsibilities

- Maintain and implement the Housing Policy and any related policies and procedures.
- Monitor the administration of, and compliance with, the Housing Policy.
- Identify various funding sources for housing projects in the community and develop applications.
- Develop Housing and Renovation Program capital submissions and annual budgets.
- Oversee the management, development and maintenance of an on-reserve housing assets inventory.
- Manage and maintain all housing records including payments, receipts, work orders, repairs, maintenance, etc.
- Plan and oversee the management of new housing construction and renovation projects, including coordination of applications, cost estimates, permits, reporting and other related documentation.
- Provide information to and assist community members with questions, tenant applications, repair requests and other related paperwork as required.
- Coordinate requests for housing maintenance and repairs.
- Ensure all rental agreements are properly documented and records kept..
- Develop and present reports to Band Administrator and funders in accordance with set reporting requirements.
- Liaise with the Band Membership regarding all aspects of housing and renovation programs.
- Keep current on all related Housing standards and regulations and administer programs in accordance with policy, funding agencies and related regulations and housing building standards.
- Supervise, mentor and provide direction, guidance, instructions and correction for staff.
- Manage the performance of staff and identify skills and training needs.
- Coordinate and oversee external service providers.
- Develop and administer the annual housing budget, which includes a maintenance and renovation plan established in collaboration with the Band Administrator and Finance Department.
- Manage and monitor housing expenditures in accordance with approved budgets, finance and spending policies.
- Produce monthly budget updates and address and/or report material variances as required to safeguard operational budget targets and practices.
- Organize home maintenance workshops and facilitate community engagements sessions.
- Participate in culturally relevant training and activities



Qualifications:

- Diploma or Degree in Property Management, Public or Business Administration or related field.
- Housing Professional designation is an asset.
- 3+ years of direct related experience.
- Experience in contract tendering and management, construction administration, inspection, quality control, site safety, grant writing, cost estimating, and capital works planning.
- Successful experience managing projects, budgets and staff.
- Working knowledge of construction and safety legislation e.g., applicable building codes, fire codes, and occupational health and safety regulations.
- Strong client relationship skills including exceptional integrity, professionalism and confidentiality.
- Strong analytical and decision-making skills, including the ability to organize, prioritize and manage workload and work independently with minimal supervision.
- A comprehensive and progressive understanding of First Nations community needs, culture, language and customs, including demonstrating and modeling cultural awareness.
- Strong team player with excellent team building skills.
- Effective written and oral communications skills to effectively deal with staff, membership and service providers.
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook).
- Strong background in proposal writing.
- Ability to work flexible hours.
- Valid drivers license
- Criminal record check

Work Conditions

Full time, 37.5 hours weekly. Location of work will be in Lennox Island.

Application Deadline: August 22, 2025

Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

Please submit your resume to:

Lennox Island Band Office, Attention: Corinne Dymont

2 Eagle Feather Trail, Lennox Island, PE C0B 1J0

Email to: resumes@lennoxisland.com with Job Title, "Housing and Infrastructure Manager" in the subject line.

We appreciate all those applying for this position however only those chosen for an interview will be contacted

