



# BINGWI NEYAASHI ANISHINAABEK

## 📍 HEAD OFFICE

1 Copper Thunderbird Road  
Sand Point FN P0T 2B0

## ☎️ PHONE

(807) 623 - 2724

## 📍 SATELLITE OFFICE

292 Court Street S., Thunder  
Bay, ON P7B 6C6

## 🌐 WEBSITE

[BNAFN.ca](http://BNAFN.ca)

## HOUSING ADMINISTRATOR/PROJECT COORDINATOR

### 1 Full-time permanent position

### POSITION SUMMARY

The Housing Administer/Project Coordinator reports to the Manager of Infrastructure and Housing, with overall accountability to the Director of Economic Development and ultimately Chief and Council. He/She is responsible for administering BNA's housing program in response to the identifies needs of the Manager of Infrastructure and Housing, Economic Development with Chief and Council. The role involves administering and evaluating programs in response to the identified needs of the Membership as directed by the Director of Economic Development and Chief and Council.

The House Administrator/Project Coordinator activities will include housing administration, project coordination and providing administrative and technical support to BNA's initiatives.

#### ***Coordinate and manage First Nation lands, infrastructure and housing Projects and Activities:***

- Work to develop BNA reserve infrastructure, housing, and policies;
- Regularly attend meetings and liaise with key players and stakeholders;
- Work to access funding from both government and industry in order to facilitate activities related to housing and infrastructure and First Nation development;
- Update and consult with BNA members on projects of concern related to housing and capital initiatives in order to address concerns and gather input from members;
- "One-Window" into housing administration for BNA's Manager of Infrastructure and Housing, Director of Economic Development, Chief and Council and BNA members;
- Coordinate and manage all activities related to BNA's housing portfolio and infrastructure for BNA's affiliate organizations;
- Amend BNA's housing policies as well as any additional policies codes and bylaws;
- All other duties, as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

#### ***Qualifications and Professional Certifications:***

The Housing Administrator/Project Coordinator must possess the following credentials and abilities:

- A College Diploma in civil or architectural technology, or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills;
- Experience communicating verbally and in writing, and in public presentations;
- Must be available to attend evening committee meetings, and to work after hours, if required.
- Must possess a current and valid Driver's License and dependable vehicle.

- Excellent organizational and communication skills with demonstrated self-confidence and an ability to follow through on assigned duties independently within strict deadlines;
- Ability to plan, organize and manage time effectively;
- Highly motivated individual with the ability to work with minimal supervision.
- Capacity to solve problems and to see different perspectives;
- Ability to network with other community agencies, services and organizations;
- Understanding of CMHC funded Programs;
- Understanding of ISC infrastructure Programs;
- Working knowledge of computers, specifically Microsoft Office;
- Working knowledge of standard office equipment;
- Knowledge of Aboriginal culture and traditions, and the ability to speak an indigenous language is considered an asset;
- Ability to travel.

**Knowledge:**

- Proficient knowledge BNA's policies and procedures for housing and infrastructure
- Office administration.
- An understanding of BNA's economic, cultural and political environment

**Skills:**

- Ability to administer projects and initiatives.
- Ability to work both independently and as part of a team.
- Analytical and problem-solving skills.
- Ability to make complex decisions.
- Effective verbal, presentation, written and listening communications skills.
- Effective negotiation and mediation skills.
- Computer skills including the ability to operate, spreadsheet, power point, word-processing at a highly proficient level.
- Stress management and time management skills.
- Human resource management.
- Possess cultural awareness.

**Personal Attributes:**

- Be honest, trustworthy and respectful
- Possess cultural awareness and sensitivity
- Hardworking and innovative

Wages will be negotiated and commensurate with experience. The position is based at BNA's satellite office located in Thunder Bay with the possibility of out-of-town travel.

**Deadline Date:** July 12, 2024

Please submit resume with three (3) references:

**Attention:** Travis Duncan

**Email:** tduncan@bnafn.ca

Miigwetch to all who apply.

Bingwi Neyaashi Anishinaabek looks to its membership to fulfill job positions; however, if a qualified candidate cannot be found within our community, BNA will consider a First Nation person outside of our community, and then will look to the general public.

Only those applicants selected for an interview will be contacted.