



## Nigigoonsiminikaaning First Nation Housing Assistant 3-month Contract

The Housing Assistant will provide both administration and field support in the coordination of housing on Nigigoonsiminikaaning First Nation. Under the guidance and direction of the housing coordinator and/or the General Manager and in accordance with NFN policies and procedures this position is responsible for the administrative support for various programs such as Canada Mortgage and Housing Corporation (CMHC), Indigenous Services Canada (ISC), etc. and the First Nation.

The Housing Assistant will support the housing team in monitoring repairs, replacements, and inspections in order to maintain band-owned assets in a good state.

### Qualifications:

- College Diploma or Certificate in Business, plus two years' experience OR Ontario Secondary School Diploma (Grade 12);
- Proficiency with word processing software (Microsoft Office);
- Knowledge of funding agencies;
- Experience in conflict resolution and negotiation; and listening skills;
- Willingness to be trained in all aspects of job requirements;
- Ability to speak Ojibway, an asset;
- General knowledge of community services, customs and traditions;
- Knowledge of history of community and land;
- Ability to prepare statistical and narrative reports;
- Valid driver's "G" license and access to a vehicle;
- A criminal reference check and driver's abstract satisfactory to the First Nation

Interested candidates are invited to submit a cover letter, resume, and three professional references, open until filled. Written authorization to contact references must be included with the application.

**Nigigoonsiminikaaning First Nation**

**Attn: HR Specialist**

**RE: Housing Assistant-3 Month Contract**

**P.O. Box 68 Fort Frances, ON P9A 3M5**

**Email: [hrrspecialist@nigig.ca](mailto:hrrspecialist@nigig.ca)**