



JOB POSTING

POSITION/TITLE:	Housing, Maintenance & Operations Coordinator
DEPARTMENT:	Administration
SUPERVISOR:	Director of Operations

SimpCW First Nation is seeking a highly organized and proactive Housing, Maintenance & Operations Coordinator to support the delivery of housing, maintenance, fleet, and operational programs.

Reporting to the Director of Operations, this position plays a key role in coordinating maintenance activities, supporting housing services, administering operational processes, assisting with funding applications and reporting, and providing administrative support to the Housing Department, Housing Committee, and Planning, Engineering & Infrastructure Committee.

This is an exciting opportunity for someone who enjoys working in a fast-paced environment, coordinating multiple priorities, and contributing to the well-being of the Simpcw community.

Nature & Scope of Work

The Housing, Maintenance & Operations Coordinator provides operational and administrative support for housing, maintenance, fleet, and operational activities. The role serves as a central point of coordination between tenants, contractors, community members, and internal staff to ensure services are delivered efficiently and effectively.

The successful candidate will coordinate maintenance requests and contractor activities, maintain housing and operational records, support committee administration, assist with funding applications and reporting, manage the Elders Housing Fund, and help connect community members with available housing funding and financing opportunities.

Duties & Responsibilities

The successful candidate will:

- Coordinate maintenance requests, work schedules, work orders, and contractor activities
- Track projects and follow up to ensure work is completed in a timely manner
- Maintain housing files, maintenance records, and operational documentation
- Support housing inspections and tenant communications
- Provide administrative support to the Housing Department
- Provide administrative support to the Housing Committee and Planning, Engineering & Infrastructure Committee, including meeting coordination, agendas, minutes, records, and action item tracking
- Manage the administration, disbursement, and record keeping of the Elders Housing Fund
- Research and identify housing, maintenance, and infrastructure funding opportunities
- Assist in preparing funding proposals, grant applications, financing applications, and funding reports
- Provide information to community members regarding housing funding, financing, and assistance programs
- Coordinate fleet maintenance schedules and maintain fleet records
- Assist with procurement activities and maintain purchasing documentation in accordance with Simpcw First Nation policies and the Financial Administration Law (FAL)
- Prepare reports and maintain organized records and filing systems
- Maintain positive working relationships with community members, contractors, funding agencies, and staff
- Participate in recruitment and selection activities for Housing and Maintenance positions, as requested
- Perform other related duties as assigned by the Director of Operations

Education

- Diploma or certificate in Business Administration, Office Administration, Construction Management, Property Management, or a related field
- An equivalent combination of education and relevant experience may be considered

Experience

- Experience in housing administration, maintenance coordination, property management, facilities coordination, or a related field
- Experience coordinating contractors, projects, or operational activities
- Experience preparing reports and maintaining accurate records
- Experience supporting committees or boards is considered an asset
- Experience with grants, funding applications, or government reporting is considered an asset
- Experience working in an Indigenous community, government, or public sector environment is considered an asset

Knowledge, Skills & Abilities

- Strong organizational, administrative, and time management skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to coordinate multiple priorities while meeting deadlines
- Strong customer service skills and the ability to work respectfully with community members
- Strong attention to detail and accuracy
- Ability to work independently and collaboratively within a team
- Sound judgment, professionalism, and the ability to maintain confidentiality
- Proficiency with Microsoft Office and computerized record management systems
- Working knowledge of residential maintenance, housing administration, and procurement processes
- Familiarity with funding agencies such as CMHC, ISC, and BC Housing is considered an asset
- Knowledge of Indigenous housing programs and First Nation governance is considered an asset
- Valid BC Class 5 Driver's Licence

Working Conditions

This position is primarily office-based with regular interaction with tenants, contractors, and operational staff. The role includes occasional site visits to housing units and operational facilities and may require occasional after-hours coordination for urgent operational matters.

Hours of Work

Normal hours of work are Monday to Friday, 8:00 a.m. to 4:00 p.m. Occasional evening or weekend work may be required to support operational priorities.

Pay Range

\$25.00 - \$40.00 per hour, based on qualifications and experience

Submit Applications To

Please submit a cover letter and resume demonstrating your qualifications and experience to:
employment@simpcw.com.

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.