



**SCHOOL DISTRICT NO. 92 (NISGA'A)
BOARD OFFICE**

4702 Huwilp Road,
PO Box 240
Gitlaxt'aamiks, BC
V0J 1A0

Phone: 250-633-2228
Fax: 250-633-2401

Competition 2020-3
TERM EMPLOYMENT OPPORTUNITY
HOUSING MANAGER
School District No. 92 (Nisga'a)

School District No. 92 (Nisga'a) invites applications for a Housing Manager for a one-year term starting as soon as possible.

The Nisga'a School District is situated at the end of a paved highway, 97 km north of Terrace, a community with a Regional Airport offering regular two-hour air service to Vancouver, in the Nass Valley. We service 4 schools located along the Nass River and provide comfortable and affordable housing for employees and community members. The lands of the Nisga'a Nation are blessed with soaring mountains, dramatic lava beds and thriving rivers and streams. The natural beauty of Nisga'a lands is complemented by the rich cultural traditions of the Nisga'a Nation. There is a wealth of outdoor activities to enjoy in the area, including fishing, hiking, cross-country skiing, snowmobiling and much more.

KEY RESPONSIBILITIES:

Working under the direction of the Secretary Treasurer and alongside the Director of Operations; the Housing Manager is responsible for over 30 units on various sites throughout the Nass valley and will:

- Manage and ensure high quality housing and services; develop and implement housing and service innovation program initiatives to strengthen services and to improve tenant outcomes.
- Ensure housing is kept at capacity, including that tenants meet all eligibility requirements and that properties are maintained in a safe, clean, financially sound manner.
- Coordinate property maintenance with the Director of Operations and outside contractors, including on-call emergencies and preventative maintenance.
- Maintain the housing work order system and manage its administration.
- Generate related reports, contracts for tenants, delinquency notifications, and collection activities and implement appropriate systems to reduce tenant receivables.
- Work with the Secretary Treasurer to develop and manage the budget and monitor revenue and expenses.
- Other duties as assigned.

THE APPLICANTS:

Applicants would typically qualify for this position with the below qualifications, knowledge, skills, and abilities:

- Post-secondary degree/ BC trades certificate related to the position or min 2+ years' experience in related fields
- Experience in management, budgeting, and administration
- Excellent administrative, organizational, and interpersonal skills
- Maintains professionalism at all times by demonstrating sensitivity, patience, and concern in providing quality service to tenants. Effectively demonstrates tact and sound judgment in decision making and discretion
- Positively adapts to change and seeks out opportunities for quality improvement
- Proficient in word processing, spreadsheets and reporting data including Microsoft Word and Excel
- Effectively works with tenants, committees, contractors, and other departments of SD92
- Effectively manages time and priorities
- Good understanding of employment/human rights legislation and the BC School Act
- Knowledge of risk management, safety requirements and emergency procedures within a multi-unit housing complex
- Demonstrates commitment to our mission, vision, and values
- Excellent judgment and the ability to set priorities in a fast, pressured environment
- Strong organizational skills and attention to detail

School District 92 offers an attractive salary and benefits package.

Should you have any questions regarding this posting, please contact our Human Resources Department. Please quote the competition number and include a resume, cover letter, and three references in your application package by **12:00 pm, September 18, 2020**. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted. Successful applicants are required to submit a satisfactory criminal record check with the vulnerable sector check completed.

Competition 2020-3
Human Resource Department
School District No. 92 (Nisga'a)
PO Box 240
New Aiyansh, BC V0J 1A0
Email: humanresources@nisgaa.bc.ca