



# Employment Opportunity

Position: **Housing Support Advisor**  
Status: Full-time Term Contract  
Opening Date: February 2, 2024  
Location: Thunder Bay, ON

Posting Reference #: NTC - 202405  
Contract End Date: Six (6) Months  
Closing Date: February 9, 2023

Join Nokiiwin Tribal Council, a dynamic and rapidly expanding non-profit organization committed to fostering growth and prosperity in collaboration with our five member First Nations. If you're passionate about making a positive impact in areas such as governance, finance, access to justice, economic development, community planning, technical, and education services, we invite you to explore exciting opportunities with us. Learn more about our mission at [www.nokiiwin.com](http://www.nokiiwin.com) and be a part of a meaningful journey towards community empowerment and unity.

Our member First Nations are continually faced with the challenges of providing safe and adequate housing for their members. Currently, many First Nation communities face overcrowding issues and have long wait lists of clients needing housing. The housing shortage in First Nation communities is at a critical stage and needs to be addressed.

Nokiiwin Tribal Council requires one (1) experienced, knowledgeable, and motivated **Housing Support Advisor**. The Housing Support Advisor will work directly with our member communities to assist in the preparation of proposals in response to housing opportunities that arise. The advisor will provide expert guidance, advice, and assistance to our member Nokiiwin First Nations' staff in the preparation and readiness for funding opportunities in relation to housing.

## Summary of duties:

- Work with communities to identify their housing needs and requirements.
- Assist communities with the development of short- and long-term housing plans.
- Assist communities with the development of proper housing policies and procedures.
- Assist communities with proposals to access housing related funding opportunities.
- Assist with the development of housing maintenance management plans.
- Provide full sets of working drawings for several different types and styles of housing units that are required.
- Provide workshops for Nokiiwin member communities to brainstorm and share ideas and commonalities.

## Preferred Qualifications:

- College/University diploma/degree in the Mechanical/Construction field
- Have prior experience in a residential housing and experience in housing related program delivery.
- Have a working knowledge of day-to-day maintenance practices, familiarity with budgets, and prior experience with any specific problems as related to housing.
- Knowledge and experience preparing RFPs, budgets, and other proposal related documents.
- Consultation, advisory and relationship management skills to build/maintain effective working partnerships and provide community-focused advice and solutions.
- Familiar with Housing programs such as ones delivered by CMHC, Indigenous Services Canada, etc.
- Strong written and oral communication and project leadership skills
- Excellent computer skills and experience with MS Office programs and other standard office programs
- Ability to maintain a healthy working relationship with staff, community members, and representatives of other organizations.
- Maintain the confidentiality of all records, materials and communications concerning clients, staff, and Nokiiwin Tribal Council.
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabek culture and heritage are assets.
- Ability to travel extensively and work in Nokiiwin communities.
- Valid driver's license and reliable vehicle.
- Successful completion of a Level 1: Police Criminal Reference Check

Interested applicants Please send your cover letter, resume, and 3 work-related references by:

**4:00 p.m. Friday February 9, 2024**

**Human Resources, Nookiiwin Tribal Council**

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: [hiring@nookiiwin.com](mailto: hiring@nookiiwin.com)

Fax : (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

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*Nookiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*