



Halalt First Nation

7973 Chemainus Road, Chemainus BC, V0R 1K0

Telephone: 250-246-4736

The Halalt First Nation is seeking a highly organized, culturally grounded **Housing Manager** to oversee the day-to-day administration and long-term delivery of housing programs on Halalt lands. Reporting directly to the Director of Operations, this role serves as the key point of contact for band membership on all housing matters. The successful candidate will champion the newly updated 2026 Modernized Housing Policy, ensuring that all tenancy, rental, and individual homeownership programs are managed through a fair, trauma-informed, and culturally safe lens.

Job Title	Housing Coordinator
Supervisor	Director of Operations
Salary	\$25.00-\$32.00
Type	Fulltime, Permanent
Location	Halalt First Nation, Westholme, BC

POSITION SUMMARY

The Housing Manager is responsible for the planning, administration, delivery, and oversight of all housing programs and services for Halalt First Nation. Working under the authority of Chief and Council, the Housing Manager ensures that housing programs are delivered in a fair, transparent, culturally grounded, and financially sustainable manner while supporting community wellness, safety, and long-term housing development. The Housing Manager oversees rental housing, rent-to-own programs, homeownership initiatives, housing maintenance, inspections, tenant relations, housing applications, and housing development projects. The position promotes culturally safe, trauma-informed service delivery and supports the Nation's vision for safe, healthy, climate-resilient housing.

KEY RESPONSIBILITIES

- **Policy Implementation:** Actively enforce and implement the modernized 2026 Housing Policy rules, regulations, and amendments across all housing types.
- **Tenant Relations:** Oversee the selection process for Halalt First Nation (HFN)-owned rentals, prepare tenancy agreements, and manage day-to-day member relations.
- **Financial Oversight:** Coordinate with the Finance Department to establish rents, issue annual account statements, and manage early outreach/repayment plans for rental arrears.
- **Asset & Maintenance Coordination:** Set up inspection schedules, write reports, and manage maintenance, repairs, and contractors for community housing assets.
- **Funding & Capital Planning:** Seek out external funding, prepare grant applications, and contribute to long-term strategic plans for future housing developments.
- **Governance Support:** Provide administrative leadership to the Housing Committee and submit recommended policy changes or budgets directly to Chief & Council.
- **Cultural Grounding:** Embed Halalt cultural values, protocols, and trauma-informed care practices into all daily tenancy and housing services.

KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of housing management principles and property administration.
- Knowledge of residential construction, maintenance, inspections, and building standards.
- Understanding of Indigenous housing issues and community development.
- Excellent communication, facilitation, and conflict-resolution skills.
- Strong budgeting, reporting, and project management abilities.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office and housing management databases.
- Ability to work independently while fostering strong relationships with community members and leadership.
- Exceptional mediation, conflict resolution, and trauma-informed communication skills required to support vulnerable community members.
- Technical Proficiencies: Strong literacy in Microsoft Office/Google Workspace and housing/asset tracking management systems.

QUALIFICATIONS & EXPERIENCE

- Certificate or Diploma in First Nations Housing Management, Property Management, Public/Business Administration, or an equivalent combination of education and experience.
- Equivalent combination of education, training, and experience may be considered.
- 3+ years of progressive property management, asset tracking, construction oversight, or housing administration experience, preferably in a First Nations on-reserve environment.
- Experience working with First Nations governments or Indigenous organizations is preferred.
- Experience managing government-funded programs and projects.
- Knowledge of CMHC, ISC, and Indigenous housing funding programs is considered an asset.
- Valid B.C. Driver's License and reliable vehicle are required.

COMPENSATION & BENEFITS

- Extended health and dental benefits
- Long-term disability, life insurance, and EFAP
- Two (2) weeks paid vacation
- Fourteen (14) statutory holidays
- Two (2) weeks paid time off during the December holiday season
- Annual professional development support

WORKING CONDITIONS

- Occasional evening or weekends for community meetings.
- Site visits, inspections, and travel within the community.
- Exposure to construction sites and housing units during inspections.

HOW TO APPLY

Please submit your resume and cover letter to: careers@halalt.org. Applications will remain open until the position is filled.

HFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as Indigenous. We appreciate the interest of all applicants. Those whose experience most closely aligns with the position will be contacted