

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

Employment Opportunity

HOUSING MANAGER

Government Services Department

Employment Type: Full-time 1 Year Term

Salary: \$74,951 – 89,948 per annum

Location: Old Crow, Yukon

Reporting to the Director of Government Services this position is responsible for the overall managerial function of VGFN's Housing Programs, including – both the transfer of existing homes and new units, as well as rental units, transitional housing and social housing. The Manager is responsible for the tenancy management of all housing units and housing programs across the housing continuum; for estimating and forecasting budget requirements; for preparing and monitoring reports on housing projects. The Manager will also be responsible to coordinate strategic planning for developing and maintaining both short-term and long-term housing plans, including housing program options for planning purposes. The Manager will be expected to generate appropriate proposals and fulfilling reporting requirements and to ensure funding is available for planning purposes.

Education and Experience:

Certificate or diploma in one or more of the following: business administration, property management, or equivalent in experience and relevant course work, or extensive carpentry experience combined with administrative skills.

A detailed job description can be picked up from the Human Resource Office.

Closing Date: September 13, 2019 at 4:00 PM

Please submit resume and cover letter that includes job experience related to position to:

Malinda Bruce
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posting date: August 30, 2019