

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

jobs@vgfn.net

Housing Services Coordinator YOUTH INTERN *(Indigenous Youth between 18 and 30)*

Position Overview:

The Housing Services Coordinator (Intern) will be managed by the Housing Manager who will ensure the Intern also receives experience in other housing-related functions lead by the Gwitchin Services Strategic Lead, the Building Maintenance Manager and the Warehouse Manager.

The Housing Services Coordinator will receive on-the-job training to build skills for numerous functions within the housing and maintenance departments.

Skill and experience development will focus on the following areas:

- Maintaining a database inventory of rental housing units, condition of units and tenant details.
- Maintaining a work order database.
- Coordinating and assisting with VGFN Housing Committee meetings (e.g. minute taking, distribution of meeting materials, following up on the recommendations of the Housing Committee).
- Liaising with the Housing Committee when new houses or rental units are ready for allocation.
- Conducting rental vacancy tasks such as advertising, applications, inquiries, and maintaining lists of applicants for the Housing Committee.
- Performing tenant relations duties (e.g. ensuring rental agreements are prepared and signed prior to tenants gaining possession of rental units, discussing non-payments of rent and rental issues, working with tenants to recover arrears thru rental arrears repayment plans).
- Maintaining a housing key inventory.
- Arranging and monitoring services (e.g. snow removal, heating oil delivery, water delivery and septic pump outs, fire alarms).
- Developing an understanding of Yukon Landlord Tenants Act, VGG Housing Policy and other related VGG policies.
- Ensuring routine inspections of units is conducted and establish a routine maintenance schedule for all housing units.
- Preparing and submitting a variety of reports;
- Organizing and preparing for informational meetings (e.g. meeting space, brochures, Power Point presentations).
- Gaining supervisory skills by supervising summer students.

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Intergovernmental Relations and Governance

Perform other duties, within your abilities, as assigned from time to time.

Qualifications – Education, Experience and Other Requirements:

- Experience in basic office functions and computers
- A commitment to learning
- Training or education in a related field (e.g. customer service, computers, maintenance)
- Team player with the ability to work independently
- Ability to prioritize duties, adapt to shifting priorities and meet deadlines
- Organized and detail oriented
- Ability to communicate effectively and diplomatically, both verbally and in writing

Closing Date: July 25, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department
Vuntut Gwitchin Government
Email: jobs@vgfn.net