



MATACHEWAN FIRST NATION

Box 160, Matachewan ON P0K 1M0

JOB POSTING

Job Title: Housing Intern

Reports To: Director of Finance and Administration

Position Summary

In collaboration with Canada Mortgage and Housing Corporation, and Wabun Training and Employment Services, this position will coordinate housing programs on behalf of Matachewan First Nation (MFN).

Term: 18-month contract with possibility of permanent extension

Hours of Work: 40 hours per week

Compensation: \$26.00 hourly, employer-paid benefits package and enrollment in pension plan

Areas of Responsibility

- Intake and processing of housing program applications
- Review and implementation of MFN Housing Policy
- Research relevant codes and housing legislature
- Update and maintain accurate housing records
- Prepare Request for Quotes (RFQ)
- Collaborate with contractors to ensure work is completed
- Preparation of housing meetings, events, and presentations
- Research new and additional program funding

Requirements

- Must be between the ages of 15-30 years, per program internship guidelines
- Must be willing to work for a minimum of 8 weeks
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams)
- Able to work methodically and accurately, with attention to detail
- Excellent verbal and written communication skills
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Knowledge of on-reserve housing, building construction timelines, policy development considered an asset
- Valid driver's license and access to a reliable vehicle considered an asset

How to Apply

Qualified candidates are invited to send their cover letter and resume to director@mfurez.ca by **July 5, 2024, at 4:00PM**