



Job Opportunity
Housing Internship Initiative (2 positions)
Housing Department - Immediate
Temporary – March 31, 2023

General Description

Under the direction of the Housing Manager, the housing interns will assist with essential administrative functions of an office and organize projects and/or activities for the future development and implementation of all aspects of the Housing Department. Interns are welcome to explore the various professional streams within the Housing Department, including the option to gain experience in trade roles such as carpentry.

Responsibilities

- Lead day-to-day project activities, follows up on action items and deliverables to ensure completion, and keeps the project on track and focused on achieving the intended outcome.
- Assist in maintaining detailed housing records and data.
- Maintain positive and professional relationships with a broad range of stakeholders.
- Support general reception and office duties including addressing incoming inquiries or requests, filing, copying, data entry, and other related tasks.
- Plan and document weekly travel schedule with Housing Manager.
- Follow and obey all traffic laws.
- High level of discretion required in dealing with confidential matters.
- Other related duties as assigned by Housing Manager.

Qualifications

- Excellent interpersonal and communication skills, active listening skills, and ability to navigate difficult conversations.
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities.
- Strong written and verbal communication skills.
- Knowledge of MS Office Suite applications and a willingness to learn other applications and programs.
- Ability to work independently or as a team member while maintaining focus and productivity.
- Ability to plan and execute the most efficient travel routes possible.
- Valid driver's license and auto insurance.
- Must have own vehicle.



Salary:

\$15.00/hr and 34 hours a week.

Start date would preferably be as soon as possible.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

HR Manager

Email employmentapplication@sipeknekatik.ca

Sipeknekatik is an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.