



TK'EMLÚPS TE SECWÉPEMC

## JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Housing Manager  
**DEPARTMENT:** Housing Division  
**SUPERVISOR:** Chief Operating Officer (COO)  
**TERMS:** Full-Time, temporary 1-year term with the chance of extension  
**REFERENCE #:** 2026-062

### Purpose of Position:

The purpose of this position is to be responsible for the overall management, administration, leadership, supervision, and operation of the TteS Housing Department to ensure a high standard of living in the community.

### Duties and Responsibilities:

- 1. Strategizes, develops, administers, supervises and manages the Housing program and initiatives to ensure they are aligned with the TteS's values. (80%)**
  - Oversee the day-to-day operations of the Housing Department.
  - Participates in creating the longer- and shorter-term strategic plans, with a focus on defining and prioritizing short term projects to improve the program delivery.
  - Prepares and administers program budget, estimates revenues and exercises budget control for housing programs.
  - Regularly reviews policy agreement and evaluations ISC and CMHC funding agreements.
  - Oversee all sources of program revenue and administer funds.
  - Develop and administers Housing Programs, including developing housing opportunities with developers.
  - Directs and Coordinates the TteS Band's participation in housing projects/developments that may include developer selection, property acquisition, site preparation, financing, development agreement negotiation and the overall implementation of various housing developments.
  - Completes reports and makes presentations regarding housing issues and strategies to Chief and Council, committees and task groups.
  - Tracks, reviews and responds to legislation and proposed legislation affecting housing and housing related issues.
  - Oversees and delegates robust project management oversight on all housing repair and construction activities.
  - Coordinates activities related to recruiting, selecting and hiring and performance management of the Housing Department staff.
  - Performs all other duties and responsibilities as necessary in the performance of the position as assigned by the COO.
  - Drafts and presents Briefing Notes and Band Council Resolutions (BCR), documentation, correspondence.

- Receives and responds to emergency housing situations and acts accordingly.
  - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
  - Maintains confidentiality on all matters relating to the affairs of the TteS.
- 2. As a member of the Management team, the Housing Manager participates in management and administrative meetings as required to contribute to the overall sound management practices of TteS. (15%)**
- Assist in the development and implementation of policies, procedures, administration and management of all consultation and accommodation activities.
  - Educate and share information with staff and management on Housing plans, policy and policies
  - Liaise between departments and ensure organizational strategies are aligned and implemented accordingly.
  - Consider efficiencies where appropriate.
- 3. All Other related duties as necessary. (5%)**

**Financial Responsibility:**

Administers a budget of approximately \$5 Million Dollars.

**Supervision or Training Duties:**

This position supervises approximately 8-10 employees within the Housing Department, as well as contractor and term employee oversight.

**Professional Certification, Education and Experience:**

First Nation Housing Training Certificate and a minimum 5-year direct experience in a similar role for a similar sized organization is required, or an equivalent education and experience, such as secondary training in project management, business administration, or Construction is highly desired.

Must possess a current valid class 5 BC Driver's License.

Must possess a reliable insured vehicle.

Must pass a Criminal Record check.

**Skills and Abilities:**

- Demonstrated ability to complete organizational program strategic plans.
- Demonstrated and proven leadership and supervisory experience
- Must have a very strong background in Construction project Management oversight and be well versed in dealing with multiple contractors and sub-trades on insurance claim issues, as well as new construction build outs.
- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately.
- Strong knowledge of budgets and program administration.
- Strong organizing, planning and coordinating skills.
- Able to communicate effectively.
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships.
- Ability to work in a cross-cultural setting.
- Strong ethics and knowledge of confidentiality.
- Knowledge of Canada Mortgage & Housing and Indian and Northern Affairs Canada housing programs.

- Experience in contract tendering and project management.
- Knowledge of government regulations regarding building and construction requirements.
- Must have good computer skills including use of word processing, spread sheet and database management programs.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

**Benefits:**

- Extended health, dental, and vision

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$97,921 annually

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is May 12<sup>th</sup>, 2026 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment/>**

**or at our Human Resources office #320 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &**

**closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**