



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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## Housing Director

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### Position Details:

Department: Housing  
Location: Tofino, BC  
Reports to: Tribal Administrator

### Salary information:

\$84-94K Approx TBD Annually  
Status: Full time permanent  
Probation Period: 3 months  
Job Classification: To be determined

### About the Organization

The Tla-o-qui-aht Housing department is part of the Tla-o-qui-aht First Nations (TFN) that serves the housing needs of one of the fastest-growing First Nation populations on Vancouver Island. TFN's housing mandate is to create, coordinate, and administer housing programs to provide fair access to a range of affordable housing options to families and individuals in Tofino. TFN has recently launched The Tla-o-qui-aht First Nation Housing Strategy, which is a collaboration between the government and its partners to deliver 120 new units across the housing continuum by 2030.

### About the Opportunity

Currently, we have an exciting opportunity for a full-time Project and Housing Director to join our team in Tofino, British Columbia.

In this pivotal role, reporting to the Tribal Administrator, you will be instrumental in all stages of the project implementation process. Your duties span from supporting cross-department initiatives on small-scale projects to providing essential project management and controls to ensure the successful implementation of large-scale capital initiatives.

### Operations Management:

- Provide tenant-related management for below-market housing, including overseeing day to day tenant relations, rent collection and management, compliance with rental agreements, lease up, etc.
- Provide site-related management for below market housing, including overseeing day to day facilities' maintenance, emergency responses, etc.
- Lead strategic management of SHARE's housing operations, including developing and implementing capital management plans and annual operational budgets.
- Ensures that appropriate and effective operational support and supervision is provided to agency staff and contracted providers.
- Oversee budget development, budget adherence and financial reporting to meet internal and external requirements.
- Maintain relationships with relevant funders and stakeholders, including BC Housing.

**Development & Project Management:**

- Support the development and implementation of strategies to expand the overall housing portfolio.
- Build, manage, and maintain strong relationships with local municipalities and third parties.
- Stay up to date on opportunities (funding, legislative, etc.) to address identified housing goals and needs.
- Assess viability (financial, strategic, logistical) of potential projects and provide recommendations on proposed course of action.
- Hire and manage external professional consultants as required.
- Support the communication of the strategic plan and specific projects to relevant stakeholders including members of the public, municipal staff, etc.
- Pursue funding applications at all levels of government (i.e. municipal, provincial, federal) and through applicable grants to support housing initiatives.

**Other Responsibilities:**

- Cooperates with the management team in operationalizing strategic priorities; program planning; compliance with all standards and policies; budget oversight and management; and collaboration with community stakeholders to secure services for our clients.
- Proposes and implements new initiatives; develops and implements action plans; conducts performance evaluations; and ensures that reports on all service and program areas are delivered within the timelines required.
- Strives to continue the tradition of SHARE's service excellence and inspires staff while leading by example.
- Other duties as assigned.

**Qualifications:**

- A professional accreditation in project management, engineering, or architecture (asset)
- Priority will be given to candidates with a background in urban planning, project management, public administration, architecture, engineering, real estate, business development, or a related field.
- Over 5 years leadership experience in the provision of affordable housing, housing development, land use planning and/or project management.
- Demonstrated knowledge of the day-to-day operations of affordable housing in a non-profit environment is essential.
- Experience developing and managing significant project or program budgets is required.
- Demonstrated expertise in strategic and financial planning.

- Extensive working knowledge of all statutes as they relate to government funded initiatives and programs.
- Demonstrated ability to work with a variety of stakeholders and build and manage relationships with funders such as BC Housing, ISC, CMHC, and municipalities.

Your candidacy will be strengthened by qualifications such as:

- Work experience using Project Management Information System software
- Proficiency in Microsoft Suite or Experience working with Microsoft Office programs, including Excel, is essential

Knowledge of Tla-o-qui-aht communities, culture, land, and experience working in a remote cross-cultural environment are also valued assets for this position. Willingness to travel as per business needs is required.

We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above. An eligibility list may be created to fill similar current and future vacancies across the Tla-o-qui-aht First Nation Housing division in all communities.

#### About the Benefits

You will also receive a great range of employee benefits, including:

- Enrollment in the Tla-o-qui-aht First Nation Pension Plan
- Health and dental benefits
- Relocation Assistance

The TFN is committed to creating a more representative workforce so that they can better understand and serve the needs of Tla-o-qui-aht. Priority will be given to First Nations persons.

If you are looking for a role where no day is the same, and where you can make a real difference in the lives of others, then this is the role for you - **APPLY TODAY!**

*Only those selected to interview will be contacted.*

Deadline for receipt of application is: March 20, 2024 by 4:30pm

Submit your resume and cover letter to:

[jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org)

Tla-o-qui-aht First Nation P.O. Box 18

Tofino BC, V0R 2Z0