



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

July 11, 2024

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Housing Coordinator	Classification:	\$30.87 – 38.13
Department:	Housing	Type:	Level: 7
Status:	Full Time / Permanent	Responsible To:	Housing Manager
Location:	Penticton Indian Band Office, 841 Westhills Dr, Penticton V2A 0E8		
Deadline:	July 25, 2024		

Job Summary:

The Housing Coordinator plays a vital role in ensuring the effective operation of the Housing Department by overseeing various administrative and coordination tasks, ensuring the smooth and precise financial functioning of it. Reporting to the Housing Manager, this position entails managing day-to-day operations, facilitating communication, and ensuring adherence to departmental policies and procedures. The Housing Coordinator works closely with PIB staff, community, and external agencies to streamline processes, maintain accurate records, and support the overall housing goals of PIB. This pivotal role demands exceptional communication skills and a keen sense of organization. This position offers an opportunity to contribute to the provision of quality housing services and the enhancement of PIB community well-being.

Core Competencies:

- Accountability
- Communication
- Critical Thinking
- Planning and Organizing
- Leadership
- Strategic Thinking
- Resource and Fiscal Management
- Organization
- Teamwork
- Adaptability
- Detail oriented

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Oversee administration and tracking of project tasks to ensure the deliverables of the Housing Department, ensuring schedules and milestones are maintained, and projects are within budget.
- Manage schedules and meetings for the Housing Advisory Committee, ensuring preparation of meeting packages including agenda, briefing notes, and supporting documentation.

- Coordinate with internal and external stakeholders to facilitate efficient communication and collaboration.
- Assist in the preparation of annual budgets, monitoring expenses, and processing financial transactions.
- Generate purchase orders, requisitions, and invoices as necessary, ensuring accuracy and compliance with policies.
- Track expenditures in collaboration with the finance team and provide regular updates to the Housing Manager.
- Collect and organize all necessary documentation for both interim and final project reporting, ensuring compliance with both project milestones and the reporting requirements set forth by the ISC funding.
- Assist in the development, review, and refinement of departmental policies and procedures.
- Ensure compliance with BC Building Code, as well as PIB housing regulations, contractual agreements, organizational standards.
- Create and maintain an organized file system for programs and projects, both electronically and in hard copy, working within established PIB filing conventions.
- Prepare and distribute reports, correspondence, and other communication materials as required.
- Ensure confidentiality and security of sensitive information.
- Work closely with PIB staff, community, and external agencies to address inquiries and streamline processes, ensuring timely follow-up.
- Coordinate logistics for housing-related initiatives and community events.
- Collaborate with project teams to ensure timely completion and quality outcomes.

Accountability

- Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.).
- Strengthen relationships and engage with Community.
- Protect people, community, and resources.
- Build Capacity.
- Increase resources.
- Decrease barriers.

Relationships

Internally

- Reports to the Housing Manager
- Supports the Housing Advisory Committee
- Collaborates with Infrastructure Team
- Collaborates with PIB Administration, Social Development, Health, other Program Managers, and staff as required.
- Reports to and collaborates with Community.

Externally

- External funding agencies on a project basis
- Building Inspectors
- Contractors and building suppliers
- PIB Entities

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.

- This department must exercise objectivity and transparency.
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Bachelor's Degree or Diploma in business administration, or a related field.

Other Certification, Licenses, Designations and/or Training

- Background and demonstrated competency with computers and software including Microsoft word and Excel.
- Valid Class 5 BC Driver's License and clean drivers abstract required.
- Possessing a vehicle with up-to-date insurance coverage.
- Provide a criminal record check that includes vulnerable sector check.

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written.
- Maintain positive, professional working relations with staff, community, and general public.
- The ability to comprehend and implement policies and an understanding of the procedures involved with housing program delivery and project tracking/reporting.
- Effective organizational and financial management skills
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional, and territorial awareness.
- Ability to problem-solve and multi-task.
- Can work independently and in a team environment.
- Able to work in a fast paced environment and able to multi task
- Proficient in computer skills (Word, Excel, PowerPoint, etc.)

Minimum Level of Experience

- At least 2-3 years of proven experience in administrative support roles, preferably in First Nations housing and capital.

Assets:

- Knowledge of the Okanagan culture and language

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax).
- Manual dexterity is required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions which are occasionally hostile (unsatisfied client/member).
- Must be willing to travel for training, or for departmental needs
- Ability to be on-call and work outside of normal work hours including some evenings, weekends, and holidays.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.