



## EMPLOYMENT OPPORTUNITY

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**Job Title:** Housing Manager  
**Company:** Onuhseh Niagara Native Homes Inc.  
**Hours:** Full-time (35 hours/week), on-call 24 hours  
**Location:** 2 Clark Street, St. Catharines, ON., L2R 5G2

### Qualifications:

- Diploma or degree in the area of: Community Development and/or Business Administration/Management, Finance
- 5+ years in supervisory or management capacity
- Experience with budgets in excess of \$500,000
- 5+ years experience with report writing, coordination and preparation of operational work plans, annual funding submissions, and other administrative reporting standards
- Experience working in Indigenous communities in front line capacity
- Superior working knowledge of Simply Accounting, Excel, MS Word, email and internet applications, file exportation
- Proficiency with the preparation of financial statements, budget to actual reports, and auditor's reports
- Valid driver's license and ability to travel

### Job Description:

- To coordinate the operational and administrative functions of a non-profit Indigenous housing organization in the catchment areas of St. Catharines, Niagara Falls, and Thorold. Reporting directly to the Board of Directors and Niagara Regional Housing.
- Manage the day to day operations with respect to prospective and current tenant inquiries, crisis management, unit inspections, income verifications, and ensuring ongoing financial management of the organization.
- Administrative functions include: preparation of board and funding reports; file maintenance; health and safety compliance; tenant newsletters; and legislative compliance.
- Working closely with the Board of Directors to implement directives, coordinate policy revisions and committee activities. To prepare regular financial, and long-term strategic operational plans to stakeholders.
- For a complete job description contact [housingmanager.onnh@cogeco.net](mailto:housingmanager.onnh@cogeco.net)

**How to Apply:** Include cover letter, resume, and three work related references to the attention of:

#### Personnel Committee

Mail or in person: 2 Clark Street, St. Catharines, ON, L2R 5G2

Email: [housingmanager.onnh@cogeco.net](mailto:housingmanager.onnh@cogeco.net)

**PREFERENCE WILL BE GIVEN TO QUALIFIED CANDIDATES OF INDIGENOUS DESCENT**

**Closing Date:** Friday, January 12, 2018 at 12:00 p.m.  
**Start Date:** As soon as possible  
**Salary Range:** \$45,000-\$50,000 per year (dependent on experience)

*We thank all applicants for their interest,  
however, only those candidates selected for interviews will be contacted.*