



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position: Housing Engagement Specialist
Unit: Treaty #3 Investment Group
Location: Grand Council Treaty #3 Administrative Office – Fort Frances
Duration: Contract (With possible extension depending on funding)
Closing Date: Open until filled



GRAND COUNCIL TREATY #3
INVESTMENT GROUP

Job Overview:

Under the supervision of the Senior Political Advisor, the “Housing Engagement Specialist” will identify and assess economic, demographic, and social developments and report the implications on housing policy. Engagement will be provided to the twenty-eight (28) First Nations in Treaty #3 with respect to development of a Nation-based Housing Strategy. This position is very important because Grand Council Treaty #3 is accountable not only to leadership and boards of directors, but also to the citizens as well.

Responsibilities:

- Connect with First Nation leadership, citizens and organizations within the Anishinaabe Nation in Treaty #3.
- Ensure completion of data collection process of community information and business case for Housing.
- Develop comprehensive engagement plan for Grand Council Treaty #3 region and identify plan to address homelessness.
- As part of homelessness, meet with urban organizations, volunteer groups and First Nation organizations to gain knowledge, insight and requirements to address housing needs.
- Plan, organize, direct, control and evaluate the activities of a residential home building or renovating company.
- Prepare and maintain an inventory of suppliers and trade subcontractors in Treaty #3 area.
- Develop and implement marketing and advertising strategies to promote Grand Council Treaty #3 development of Housing strategy utilizing through social networks.
- Present material on AFN – National Housing Strategy to leadership and housing technicians.
- Identify what care and control of housing represents to Treaty #3.
- Organize community engagement sessions with First Nation Housing Technicians, Tribal Council Technicians, leadership and external delivery agents.
- Meet regularly with Tribal Council technicians as a regular working group.
- Prepare briefing notes, presentations and facilitate meetings with leadership, external sources and other technicians.
- Identify and assess economic, demographic, and social developments and report the implications on housing policy.
- Prepare presentation material for participants to understand what “Care and Control” represents to Treaty #3 and facilitate dialogue at the Assembly of First Nations National Housing Strategy.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3 Investment Group.

Qualifications:

- A bachelor's degree or college diploma in a social science, business administration or related discipline.
- Five years of experience in the trade or housing.
- Knowledge of both provincial and federal policies, legislation and funding arrangements.

Preference will be given to those applicants with:

- An Anishinaabe background.
- Applicants must have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty #3 communities.

Skills and Abilities:

- Ability to conduct research, draft work plans, proposals and reports.
- Ability to communicate effectively with large groups of participants both aboriginal and non-aboriginal.
- Ability to utilize Zoom, email and social networks (like Facebook and Twitter) to inform citizens, gain feedbacks and organize online meetings.
- Must have excellent written, oral and interpersonal skills along with proven analytical skills.
- Must be organized and able to prioritize their workload.
- Must have good computer skills and be comfortable with word processing, spreadsheets, and power point.
- Must be able to work independently, demonstrate initiative and have the ability to communicate effectively with all contacts required both internally and externally.

Conditions of Employment:

- Must have valid driver's license and a reliable vehicle.
- Must have a clear criminal record with vulnerable sector check.
- Travel is required within Treaty #3 communities and surrounding areas.

Applicants must clearly demonstrate in their covering letter how they meet the qualification requirement of this position. Submit cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, HR Manager
Grand Council Treaty #3
P.O Box 1720 Kenora, Ontario P9N 3X7
Fax: 807-548-6356
Email: hr@treaty3.ca

We are committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. We are dedicated to building a workforce reflective of the communities in which we live and serve and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify. Upon request, accommodations due to a disability are available throughout the selection process.