



Kwikwasut'inuxw Haxwa'mis First Nation

General Delivery, Gilford Village, BC, V0P 1S0

Phone: 250-974-3001 Fax: 250-974-3036

KWIKWASUTINUXW HAXWAMIS IS HIRING: HOUSING CLERK

JOB DETAILS:

Pay: \$25-\$35 per hour, average 20 hours per week

Work Location: Remote or in community

JOB SUMMARY:

The Kwikwasut'inuxw Haxwamis is seeking an organized, community-minded and detail-oriented Housing Clerk to join our support team. The Housing Clerk supports the administration and delivery of on-Reserve housing on Gilford Island, BC. This is a part-time permanent position, reporting to the Director of Operations & Maintenance. Due to the remoteness of our reserve, this job may be performed fully remotely, with opportunity for the Housing Clerk to visit Gilford Island in person. Preference will be given to a Kwikwasut'inuxw Haxwa'mis First Nation member, or to First Nations applicants with cultural sensitivity and familiarity with on-reserve housing challenges and opportunities. Fully-funding training opportunities may be available.

KEY RESPONSIBILITIES:

- Establish and support the work of a KHFN Housing Committee
- Develop a KHFN housing policy
- Monitor ISC and CMHC funding agreement compliance
- Ensure compliance with housing policies, safety standards, and band procedures
- Source additional funding and training opportunities for housing development, maintenance, and homeownership
- Assist with processing housing applications, waitlists, and tenant documentation
- Maintain confidential tenant and housing files, databases, and records
- Respond to housing inquiries from community members in a professional and respectful manner
- Coordinate and track maintenance requests, repairs, and contractor schedules
- Prepare letters, notices, reports, meeting agendas, and other administrative documents
- Monitor and track rent payments, lease arrangements, arrears, and tenant agreements
- Support move-in and move-out procedures
- Maintain inventory records for housing supplies, keys, and maintenance materials
- Support emergency housing situations and help direct concerns appropriately.
- Work collaboratively with other departments, contractors, and service providers.
- Perform other related duties as assigned by management



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REQUIREMENTS & QUALIFICATIONS:

- Appreciation of First Nations culture, traditions, procedures and protocols
- Grade 12 diploma or equivalent required
- Certificate or coursework in administration, office management, housing services, or a related field is considered an asset
- 1–3 years of administrative, housing, property management, or customer service experience preferred
- Strong administrative background skills
- Residential construction experience is considered an asset
- Experience in working with First Nations communities and/or organizations is an asset
- Proven ability to maintain confidentiality.
- Working knowledge of office procedures, records management, and document processing
- Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers
- Advanced knowledge and expertise in Microsoft and Google platforms

HOW TO APPLY

Please submit your cover letter and resume detailing your relevant experience and interest in this role to jobs@khfn.ca

Thank you for your interest in joining our team with Kwikwasut'inuxw Haxwamis.