Yale First Nation
Xwóxwelá:lhp

YALE FIRST NATION
EMPLOYMENT OPPORTUNITY
HOUSING & INFRASTRUCTURE MANAGER
Location: Hope, British Columbia
Employment Type: Full-Time, 35 hours per week
Reports To: Band Administrator
Application Deadline: January 2027

About the Position

Yale First Nation is seeking a motivated, experienced, and community-minded individual to join our team as the **Housing & Infrastructure Manager**.

This leadership position is responsible for overseeing Yale First Nation's housing program, housing construction and renovation projects, maintenance operations, water infrastructure, and routine lands administration.

The successful candidate will provide leadership and supervision to departmental staff, coordinate projects and contractors, monitor budgets, and work closely with Administration, Chief and Council, Finance, and community members.

We are looking for someone who demonstrates strong organizational skills, sound judgment, accountability, and a commitment to supporting Yale First Nation members and communities.

Key Responsibilities

Housing Management

- Oversee the administration of Yale First Nation's housing program.
- Respond to housing inquiries, tenant concerns, and requests for assistance.
- Maintain housing records, applications, occupancy agreements, and inspection documentation.
- Coordinate housing inspections, repairs, and renovations.
- Support the development and implementation of housing policies and procedures.
- Identify housing priorities and opportunities for future housing development.

Construction and Infrastructure

- Coordinate approved housing construction and renovation projects.
- Work with contractors, engineers, consultants, and funding agencies.
- Monitor project budgets, timelines, and expenditures.
- Oversee maintenance planning for YFN-owned housing and infrastructure.

- Support infrastructure improvement projects and long-term planning.
- Ensure appropriate project documentation and reporting are maintained.

Staff Supervision and Maintenance

- Supervise the Maintenance Lead, Water Operator, and designated departmental staff.
- Establish departmental priorities and monitor work progress.
- Support staff scheduling, performance evaluations, training, and development.
- Work closely with the Maintenance Lead to coordinate repairs and preventative maintenance.
- Provide administrative oversight of water operations while respecting the technical responsibilities of the certified Water Operator.
- Promote workplace safety, accountability, and effective teamwork.

Lands Administration

- Assist members with Certificate of Possession (CP) applications and residential land inquiries.
- Support members seeking information about building homes on reserve lands.
- Maintain organized lands records and documentation.
- Coordinate routine lands matters with Indigenous Services Canada and other relevant agencies.
- Work collaboratively with Administration and Chief and Council on complex lands matters when required.

Budgeting and Administration

- Prepare and monitor departmental budgets in collaboration with Finance.
- Track construction, maintenance, housing, and infrastructure expenditures.
- Identify funding opportunities and support funding applications.
- Prepare monthly departmental reports and project updates.
- Develop departmental work plans, policies, and procedures.
- Maintain organized tracking systems and ensure timely follow-up on outstanding matters.

Qualifications and Experience

The ideal candidate will have:

- Education or relevant experience in housing management, construction management, infrastructure management, business administration, or a related field.
- Demonstrated management, supervisory, or leadership experience.

- Experience coordinating construction, maintenance, or infrastructure projects.
- Strong budgeting, financial tracking, and reporting skills.
- Excellent organizational, communication, and problem-solving abilities.
- Experience working with contractors, employees, and external agencies.
- Ability to manage multiple responsibilities and work independently.
- Strong interpersonal and conflict-resolution skills.
- Proficiency with Microsoft Office, including Word, Excel, and Outlook.
- Ability to maintain confidentiality and exercise sound judgment.
- Valid driver's licence and ability to travel between YFN communities.

The following would be considered assets:

- Experience working with First Nations governments or Indigenous organizations.
- Knowledge of First Nations housing programs and funding.
- Familiarity with Indigenous Services Canada housing and lands processes.
- Understanding of Certificates of Possession and reserve lands administration.
- Knowledge of water infrastructure and regulatory requirements.
- Experience developing departmental policies and procedures.

An equivalent combination of education, training, and relevant experience will be considered.

What We Are Looking For

Yale First Nation is seeking someone who is organized, dependable, and accountable.

The successful candidate will be a respectful and confident leader who can manage projects, support staff, communicate effectively with members, and ensure departmental responsibilities are carried out professionally.

We value individuals who demonstrate initiative, fairness, confidentiality, strong work ethics, and a genuine commitment to serving our communities.

How to Apply

Interested applicants are invited to submit:

- A current résumé.
- A cover letter outlining their qualifications and interest in the position.
- Three professional references.

Submit applications to:

Yale First Nation
Xwóxwelá:lhp

Yale First Nation Administration
Email: Jpeters@yalefirstnation.ca
Application Deadline: January 2027
Please include **"Housing & Infrastructure Manager Application"** in the email subject line.
We thank all applicants for their interest. Only those selected for an interview will be contacted.
Yale First Nation is committed to providing a respectful and inclusive workplace. Preference may be given to qualified Indigenous applicants in accordance with applicable employment and human rights legislation.