



HOUSING PARTNERSHIP MANAGER



Position Description

Date Revised/Reviewed: August 2019

- Position Status:** Full Time, Contract (1 year)
- Reports to:** Executive Director, Habitat for Humanity Grey Bruce (HFHGB) and Housing Manager, Chippewas of Nawash Unceded First Nation (CNUFN)
- Partners with:** The Management Team of HFHGB and CNUFN

POSITION OVERVIEW

Understanding of and passionate about the culture, values and housing needs of CNUFN and the mission, vision and values of Habitat for Humanity Grey Bruce (HFHGB), the Housing Partnership Manager is responsible for furthering the successful partnership between CNUFN and HFHGB. The long range objective of this role is to establish a HFHGB Chapter based at Neyaashiingmiing.

AREAS OF RESPONSIBILITIES

The responsibilities of this role will be divided 60/40; 60% of their focus will be on CNUFN housing support and 40% on HFHGB housing support.

CNUFN Housing

- Client Services; assisting clients with understanding the housing pathways available to them
- Payment arrears and other housing issues
- Housing Needs research assessment
- Grant research and proposal writing

HFHGB Homeownership

- Understand the Habitat Build process including volunteers, donors and other supporters
- Assist clients in the Homeownership Application process
- Provide Homeownership Training and Support
- Promote housing opportunities through various avenues in CNUFN community
- Manage Families' Sweat Equity requirements and house finishes selection

Community Relations & Advocacy

- Promote awareness of CNUFN's and HFHGB's mission, goals and needs
- Engage in public speaking opportunities in the community and with media
- Consult with other HFH affiliates and First Nations communities on partnership opportunities

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE

Skills & Knowledge

- Demonstrated ability to learn new processes
- Ability to multi task with changing priorities while maintaining a high degree of accuracy
- Strong analytical, writing, and computer skills
- Excellent interpersonal relations and demonstrated ability to effectively work with others in group and individual settings
- Strong understanding of First Nations culture, values and history
- Demonstrated tact and diplomacy
- Strong public speaking skills

Experience

- University education at a degree level or equivalent work experience
- Minimum 5 years of project management experience
- Experience working (employed or volunteer) with a non-profit, charitable organization would be an asset

REQUIREMENTS

- Full time, contract position, 1 year
- Occasional evening and weekend work (flex time scheduling)
- Work location is Neyaashiinigmiing, Ontario; occasional travel outside of area
- Possesses a valid Driver's Licence