



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	HOUSING ASSISTANT
HOURS:	35 HOURS PER WEEK
WAGE:	\$20.00 TO \$24.00 PER HOUR DEPENDING ON EDUCATION AND EXPERIENCE
TERM:	TEMPORARY – 1 YEAR TERM
REPORTS TO:	SUMAS FIRST NATION HOUSING MANAGER

1.0 PURPOSE & SUMMARY

The Housing Assistant supports the administration and delivery of housing services for community members. This position assists the Housing Manager and other department staff with tenant relations, maintenance coordination, housing programs, inspections, reporting and general office administration while helping ensure housing policies and procedures are followed.

2.0 DUTIES & RESPONSIBILITIES

- 1) Assist with processing housing applications, waitlists, and tenant documentation.
- 2) Maintain confidential tenant and housing files, databases, and records.
- 3) Respond to housing inquiries from community members in a professional and respectful manner.
- 4) Coordinate and track maintenance requests, repairs, and contractor schedules.
- 5) Prepare materials for Housing Committee meetings and produce accurate and relevant meeting minutes as required.
- 6) Assist with organizing housing inspections, walkthroughs, and follow-up reports.
- 7) Prepare letters, notices, reports, meeting agendas, and other administrative documents.
- 8) Monitor and track rent payments, arrears, and tenant agreements.
- 9) Support move-in and move-out procedures and related paperwork.
- 10) Assist with housing program applications, funding documentation, and reporting requirements.
- 11) Maintain inventory records for housing supplies, keys, and maintenance materials.
- 12) Schedule appointments, meetings, and community housing consultations.
- 13) Support emergency housing situations and help direct concerns appropriately.
- 14) Ensure compliance with housing policies, safety standards, and band procedures.
- 15) Work collaboratively with other departments, contractors, and service providers.
- 16) Attend meetings, training sessions, and community events as required.
- 17) Housing committee attendance/preparation every second month.
- 18) Perform other related duties assigned by management.

3.0 QUALIFICATIONS

- 1) Grade 12 diploma or equivalent required.
- 2) Certificate or coursework in administration, office management, housing services, or a related field is considered an asset.
- 3) 1–3 years of administrative, housing, property management, or customer service experience preferred
- 4) Strong administrative background skills.
- 5) Residential construction experience is considered an asset.
- 6) Valid Class 5 BC Driver's license, with access to a reliable vehicle.
- 7) Prior experience working in a fast-paced office environment with the ability to prioritize.
- 8) Experience in working with First Nations communities and/or organizations is an asset.
- 9) Proven ability to maintain confidentiality.
- 10) Working knowledge of office procedures, records management, and document processing.

- 11) Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- 12) First Nations descent is considered an asset.
- 13) Advanced knowledge and expertise in Microsoft Excel, Word, Zoom, Go-To Meetings.
- 14) Appreciation of First Nations culture, traditions, procedures and protocols.

4.0 CONTACT

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com
Deadline: July 3rd, 2026