



POSITION DESCRIPTION



Scw'exmx Tribal Council

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

Position Title: NICOLA NATIVE LODGE SOCIETY FACILITY MANAGER

Department/Program: NNLS

Reporting To: Board of Directors of NNLS and BC Housing

Position Summary

The Housing Manager's primary role is to manage housing operations, programs, and services related to the lodge rental units, including overseeing budgets and maintenance. The Housing Manager is responsible for planning, managing, organizing, directing, controlling, and evaluating all operations of the complex. Key goals include managing rental units and ensuring a well-functioning social housing system that prioritizes safety and quality of life for tenants and community members. The Housing Manager is a professional and ethical individual who maintains confidentiality and adheres to policies and procedures. The manager fosters a positive and supportive residential atmosphere and exercises sound judgment. Strong interpersonal skills are essential for effective communication with housing partners. Permanent position with full benefits and accumulating Vacation entitlement, starting at two weeks within the first year of employment after completion of a 4-month probationary period. It may be full time in year one and part time afterwards

Purpose and Function

Manage the day-to-day operation of the Nicola Native Lodge, a 52-unit residential building in the Nicola Valley.

Responsibilities

- Quarterly budget management, adjustments, and submission.
- Assist potential tenants in application process with BC Housing which includes proof of income and asset information in online submissions.
- Adjust rental rates according to the rent scale based on residents rent geared to income (RGI) and assets which is 30% monthly.
- Use BC Housings online rent calculation system to enter new or updated Resident information.
- Manager to become familiar with rental subsidy processes and policy.
- Responsible for collecting rent and documenting payment.
- Collect Security Deposits and signed documentation.
- Establish and maintain accounts and retain invoices, receipts and vouchers for all expenses incurred.
- Regular reporting to BC Housing on occupancy and service trends.
- Preparing for annual audit, reporting, and policies to stay in compliance, and financial reporting, and safeguarding organizational documents and records.
- Work with contractors to ensure building maintenance and repairs are completed on a timely basis
- Provide reports to the Board of Directors on a monthly basis
- Liaise with tenants to ensure a healthy and safe environment within the lodge

Skills and Qualifications

- A university degree in management, administration or business is being sought or an equivalent experience in rental facility management
- Strong written and verbal communication skills, and documentation skills.
- Strong interpersonal skills and ability to interact professionally with all levels of the government, the Board of Directors, lodge tenants and the public.
- Proficient computer skills including an accounting software or excel
- Strong Active listening skills with the ability to work with BC Housing to solve problems.
- Ability to maintain good working relationships in the community and with outside parties.
- Ability to prioritize, organize and manage multiple issues, while adhering to budgets and timelines.
- Willingness and ability to work on call and on weekends, as necessary.
- Satisfactory completion of a police background check.
- **Preference will be given to applicants of Indigenous descent although it is not an absolute requirement**
- **Criminal background check is required**

How To Apply

Please send Resumes and Cover letter to administration@scwexmxtribal.org. We thank all who apply, only those short listed will be contacted for an interview. **Deadline for letter of interest and resume is Friday, January 17, at 4pm local time**