

BRANTFORD NATIVE HOUSING

Community Relations Manager - Job Posting

Brantford Native Housing provides a variety of Housing Programs and Support Services and assists First Nations, Metis, and Inuit people in accessing culturally appropriate programs and services. A non-profit charitable organization, Brantford Native Housing serves all First Nations, Metis, and Inuit people, regardless of status and offers assistance to outside service organizations in providing culturally sensitive service. Brantford Native Housing owns and manages approximately 175 homes, including Rent Geared to Income, Affordable, Transitional and Rent Supplement Units. Support Services include Housing Outreach, Arrears Management, Culturally Relevant Workshops, Life Skills/Personal Development Workshops and referrals as needed.

Brantford Native Housing is seeking a well-respected leader with vision, strategy and integrity for the role of Community Relations Manager, promoting and demonstrating excellence in Housing Programs and Support Services.

THE CANDIDATE:

Reporting to the Executive Director, this role will appeal to an experienced administrator who is enthusiastic about embracing new initiatives and challenges. Strong communication skills are essential for this individual who will thrive on proactively leading, promoting and enhancing the activities of the organization. Responsible for all community and tenant relation aspects of the corporation, ensuring the fulfillment of existing housing agreements while identifying potential sources for new funding agreements. She/he will manage tenant applications, intakes, waitlists, and departmental specific operations including: assets, budgets, staff, and strategic planning and program evaluation. The successful candidate will possess a post-secondary education with a degree or diploma in Social Work or related field with a minimum of three (3) years directly related experience with the following requirements:

- Demonstrated excellent management and administrative skills including: financial planning, strategic planning, and conflict resolution;
- Proven experience in developing, implementing and evaluating programs;
- Strong communication skills with a demonstrated ability to advocate for tenants/clients as well as maintaining the corporation's interests, policies, and values when performing daily duties;
- Demonstrated professionalism, judgment, diplomacy, tact, and sound decision making abilities; and
- Accomplished track record of working effectively with First Nations, Metis, and Inuit cultures, communities as well as a comprehensive understanding of their issues.
- Demonstrated Human Resource Management experience.
- Working knowledge of the Residential Tenancy Act as it pertains to Landlord and Tenant relations and responsibilities.
- Three years' management/supervisory experience.
- Must possess a valid driver's license and have access to vehicle suitable for work.
- Must be bondable and of good character and undergo a security clearance (CPIC)
- Aboriginal descent preferred.

Please submit cover letter along with your resume and three references to:

Brantford Native Housing

318 Colborne Street

Brantford, ON N3S 3M9

Attn: Cheri Martin, Office Administrator

Fax (519)756-1764 email: cmartin@brantfordnativehousing.com

(Deadline for Submissions: September 20, 2019 at 4:00pm)

A detailed job description can be picked up at Brantford Native Housing Office

****ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED****