



BROKENHEAD
Ojibway Nation
BAASKAANDIBEWIZIIBING

EMPLOYMENT OPPORTUNITY

Department/Unit: Housing	Position: Housing Planning Coordinator	Employment Type: Full Time	Salary Range: DOQ
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JOB SUMMARY

Brokenhead Ojibway Nation (BON) is seeking a highly motivated individual for the full-time position of a Housing Planning Coordinator who will work in conjunction with the BON's Housing Authority and Tribal Housing Advisor to conduct a coordinated review of BON's Housing Program. The incumbent will coordinate strategic housing planning, develop housing workplan and conduct initial capacity assessments following a phased approach as outlined by the Manitoba Indigenous Housing Capacity Enhancement and Mobilization Initiative (MIHCEMI).

PRIMARY DUTIES AND RESPONSIBILITIES

- Exceptional cultural sensitivity in working with First Nations Peoples and Governance
- Lead a needs assessment team to conduct a community housing needs and resources assessment
- Work within the existing Housing Governance structures including policies and procedures with Housing Committee in conjunction with the needs assessment
- Facilitate community engagement workshops
- Engage community members to develop and implement a Community Housing Workplan that will assess and prioritize Brokenhead Ojibway Nation community housing needs
- Assist in completing condition reports of Housing Units
- Prepare a draft report of all compiled information

QUALIFICATIONS AND SKILLS REQUIRED:

- Politically and culturally sensitive and has awareness of BON values, culture, and traditions
- Post Secondary Degree or diploma in a discipline pertinent to the job function including experience
- Facilitation and Project Management training an asset
- Strong knowledge/excellent understanding of MS Office programs (Word, Excel, Outlook, etc.)
- Knowledge of Brokenhead Ojibway Nation's housing needs and challenges
- Experience performing high quality needs assessments
- Experience compiling information and preparing well-organized reports
- Knowledge of housing funding applications and opportunities from various funding agencies
- Knowledge on working housing policies and housing authorities
- Ability to perform public speaking
- Strong organizational skills, adept at managing multiple tasks and deadlines while maintaining attention to detail
- Customer service skills to handle inquiries and issues from internal and external stakeholders

- Professional ethics and integrity in handling sensitive data
- Team player and capability to work unsupervised
- Strong attention to detail and good analytical skills
- Strong leadership capabilities with proven management skills
- Valid Manitoba Drivers Licence
- Ability to lift 25lbs
- Current Criminal Record Check and Child Abuse Registry Check
- Must be willing to submit a pre-employment drug test and future random drug testing.

BON offers a competitive compensation package. Preference will be given to Indigenous people, applicants are encouraged to self-declare.

Application Deadline: **May 29 at 4:30pm**

Please submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resources Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, MB R0E 1W0
hr@brokenheadojibwaynation.com
Fax: (204) 766-2021

We thank all who apply and advise only those selected for further consideration will be contacted.

Incomplete applications will not be considered.

The Brokenhead Ojibway Nation is committed to equity in employment.

Date posted: May 15, 2026