



**BROKENHEAD**  
Ojibway Nation  
BAASKAANDIBEWIZIIBING

## EMPLOYMENT OPPORTUNITY

<b>Department/Unit:</b> Housing	<b>Position:</b> Housing Planning Coordinator	<b>Employment Type:</b> Full Time	<b>Salary Range:</b> 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 (MIHCMI).

### **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](mailto: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