



## JOB OPPORTUNITY – PERMANENT **Housing and Infrastructure Manager**

### **Who We Are**

With boundless pride in our ancient cultural heritage and ancestral homelands, we exercise our inherent right to self-government, to take the responsibility for the general welfare of our Citizens, and to provide for the good governance of our community, lands and resources. We promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

### **About the Role**

The Housing and Infrastructure Manager manages all housing and infrastructure for the Vuntut Gwitchin First Nation (VGFN). This includes accountability for the VGFN Housing Policy and its implementation along with the management of VGFN properties and infrastructure such as office buildings in Old Crow and Whitehorse, Elders Complex and the Darius Elias Community Hall in Old Crow and non-building areas such as playgrounds and community trails. The position also works with the Government Services Director to lead planning processes to align strategy with operations to deliver services in the best interest of VGFN Citizens in accordance with the Community Development Plan. Reporting to the Government Services Director, some of the responsibilities of the position include but are not limited to;

- *Department Operations* - Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information.
- *Planning and Proposal Development* - Develops work plans and strategies aligned to the needs of Citizens and implements standards and procedures to support the administration, such as routine inspection schedules, to deliver housing programs effectively and manage VGFN assets.
- *People Management* – Manages direct reports and operations by establishing work plans with subordinate staff, evaluating activities and progress, time management, addressing concerns, and communicating direction and expectations.
- *Review* - In collaboration with the Director, evaluates services by tracking data such as access, enrolment, and other metrics. Ensures information is considered in decision making and adapts strategies and approaches as required.

- *Proposal Development* - Submits capital plans and proposals for discussion and approval and supports policy review.
- *Financial Management* - Assists the Director to develop and manage financial resources including annual budget and expenditures, contracts, variance reports, and the administration and financial reporting of programs.
- *Communications* - Communicates housing and infrastructure plans and initiatives to Citizens. Leads or supports the Director to conduct regular sessions and meetings with the public to communicate information and consult.
- *Advocacy* - Ensures VGFN's housing and infrastructure interests and concerns are expressed by participating on joint initiatives.
- *Emergency Management* - Responds to crisis situations of Citizens and consults with appropriate parties to identify and achieve solutions.

## What We Offer

- Very competitive salary that is commensurate with the candidate's education and experience.
- Working Hours: 80 hours biweekly.
- 4% Northern Community Remoteness Allowance for employees residing in Old Crow full-time.
- 4% Northern Travel Allowance for employees residing in Old Crow full-time.
- 4 weeks' vacation to start plus two weeks paid time off over the Christmas season.
- A very healthy extended benefits package.
- 12 days management Leave per year
- 10 days sick pay per year.
- 10 days paid special/personal leave per year.
- A matched pension plan.
- Subsidized Housing may be available.
- Relocation Allowance.

## What You Bring:

- Post-secondary education in engineering, construction and/or maintenance operations. Certification in a trade or project management is an asset.
- Considerable experience (5+ years) managing building, assets and facility maintenance projects. Experience in an Indigenous community is an asset.
- Considerable (5+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy, and governance.

- Knowledge of national, territorial, and local building codes and regulations.

## Supporting you along the way

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our clients, workplace and the community. That's why we are committed to providing you with a competitive salary, health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

**Posting Date:** July 14, 2025

**Closing Date:** Open Until Filled

**Status:** Permanent Full-time

**Location:** Old Crow

## To Apply:

Please send your resume and a cover letter to: [jobs@vgfn.ca](mailto:jobs@vgfn.ca)

In accordance with the Canadian Human Rights Act (CHRA, Section 16(1)), hiring preference will be given to Vuntut Gwitchin First Nation Citizens. Following this, preference will be extended to Indigenous candidates, and then to those with experience and knowledge of First Nations customs and practices.

While we appreciate all applications, only those selected for further consideration will be contacted.