



# Kee Tas Kee Now Tribal Council Education Authority

## Housing Coordinator

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Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in four First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12.

<b>Position:</b>	Housing Coordinator	<b>Job ID #:</b>	KTCEA.2024.21
<b>Employment Status:</b>	Permanent, Full-time	<b>Closing Date:</b>	Until a suitable candidate is found
<b>Location:</b>	Central Office, Loon River First Nation	<b>Annual Salary:</b>	\$60,065

**Job Description:** Reporting to the Operations and Maintenance Manager, the Housing Coordinator is a member of the KTCEA administrative team. This position is responsible for administering housing for eligible employees in the four First Nation communities in which KTCEA operates and administering all tenant matters as they relate to the KTCEA housing policies including tenant interactions, notices and correspondence, tenancy agreements, rent calculations and agreements; and to provide other related duties as assigned. This position is also responsible for overseeing all inspections, working with maintenance personnel, cost management, budget development and reporting.

- Qualifications:**
- Office Administrative Certificate or equivalent combination of education and experience.
  - Minimum 1-3 years of experience in an office administration capacity.
  - Knowledge of standard office administration practices and procedures.
  - Demonstrated knowledge and understanding of the Cree Language and Culture, Indigenous Organizations and Communities.
  - Possession of a valid driver's license.
  - Capacity to handle other duties as assigned.

**Conditions of Employment:** RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

**Benefits:** We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

**To Apply:** Please submit a cover letter, resume with references via email to [educationHR@ktcea.ca](mailto:educationHR@ktcea.ca) with the job I.D. **#KTCEA.2024.21** in the email subject line.

Visit [ktcea.ca](http://ktcea.ca) for more information.