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**Job Opportunities**

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**Competition #0122-17**

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**CMHC YOUTH HOUSING INTERN  
ONE (1) FULL-TIME TERM POSITION  
MOOSOMIN FIRST NATION**

**THE POSITION**

Under the direction of the Director of Housing and Infrastructure, the CMHC youth housing intern will be involved in on-the-job training initiatives in housing and administration. This position will be based out of Moosomin First Nation and will report to the Housing Manager.

**DUTIES AND RESPONSIBILITIES**

- Coordinates and track the intake of all housing calls and concerns together with the response and resolution
- Develop and maintain a comprehensive housing inventory and asset management system, including housing maintenance and repair logs
- Provide administrative support for all staff of Housing and Infrastructure
- Set up and maintain rental agreements on CMHC units and track rent collections and arrears
- Functions as a liaison with contractors, trades personnel, vendors, and suppliers
- Provide administrative and technical support for Housing department and committee
- Actively participate in on-the-job training opportunities offered by CMHC
- Provide monthly reports on activities and training

**QUALIFICATIONS/ELIGIBILITY**

- Must be between the ages of 15 to 30 years old
- Minimum of a completed grade 10
- Office clerical training with relevant work experience
- Computer skills with knowledge of excel and word processing programs
- Excellent interpersonal and communication skills both written and verbal
- Ability to work flexible hours
- Posses a valid drivers license

**Closing Date: November 30, 2022, at 4:30pm - Please quote Competition # 0122-17**

**Please submit resume, cover letter and CPIC to:**

**Human Resources  
Battlefords Agency Tribal Chiefs**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)  
Phone: 306-446-1400**

***Battlefords Agency Tribal Chiefs thanks all that apply but only those selected will be contacted for interview.***