



# Native Council of Prince Edward Island

## Job Posting

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**Position:** Housing Development Officer  
**Location:** 6 FJ McAulay Court, Charlottetown, PE  
**Wage:** \$18 - \$20/hour based on education & demonstrated experience  
**Hours:** 37.5 hours per week  
**Start Date:** As soon as possible

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### POSITION SUMMARY:

The Housing Development Officer will work with the Policy Analyst to conduct research, draft proposals and evaluate existing housing stock to increase housing supply for the off-reserve Indigenous community in PEI.

**REPORTS TO:** The Management Team and ultimately President & Chief of NCPEI

### KEY RESPONSIBILITIES:

- Research and develop best practices for subsidized housing development including business planning and financial feasibility for new and existing housing stock
- Monitor opportunities for housing development and support through national, regional, provincial, and/or municipal funding opportunities
- Draft proposals for increased housing supply and support based on community feedback
- Prepare professional correspondences and report on activities
- As required, attend meetings along with the Policy Analyst to develop relationships with key stakeholders to strengthen housing partnerships

### QUALIFICATIONS:

- Post-secondary education such as urban planning, urban studies, business, or a combination of other relevant education and work experience
- Experience in the development of proposals for non-profit housing and/or community development
- Knowledge of housing construction and/or retrofit projects for non-profits
- Competent in asset management and complex problem solving
- Must be highly motivated and be able to work with minimal supervision
- Knowledge of Indigenous culture and communities an asset
- Must possess a valid driver's license, reliable vehicle, and have criminal record check clearance

**Please submit your cover letter and resume by email to:**

**humanresources@ncpei.com**

**Subject Line: Housing Development Officer**

**Competition will remain open until position is filled.**

As per section 16 (a) of the Canadian Human Rights Act: Preference will be given to persons of Aboriginal ancestry