



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Internal Employment Opportunity

Housing Society Administrative Assistant (Internal Full-time, Hourly)

Position	Housing Society Administrative Assistant
Location	Anacla, BC
Scope	Full-time, hourly
Reports to	Housing Manager, with administrative support to the Board Chair
Organization	Huu-ay-aht First Nations, on behalf of the Housing Society
Salary/Starting Wage	\$36,720 - \$43,860 annually
Benefits	In accordance with the final employment agreement and applicable HFN policy or plan terms

Function and Job Summary

Huu-ay-aht First Nations, on behalf of the Housing Society, is seeking a respectful, organized, and service-oriented Housing Society Administrative Assistant to support housing administration, tenant communications, meeting coordination, records, and day-to-day administrative support in Anacla. This position plays an important role in supporting safe, respectful, and culturally appropriate housing services for Huu-ay-aht citizens, families, tenants, and community members.

The Housing Society Administrative Assistant provides administrative coordination and serves as a welcoming and reliable point of contact for tenants. Working closely with the Housing Manager and Board Chair, the position supports strong communication, organized records, timely follow-up, and respectful tenant service. Duties are carried out in a way that reflects Huu-ay-aht values, culture, traditions, and the wellbeing of citizens and families.



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Key Accountabilities

Administrative and Governance Support

- Provide administrative support to the Housing Manager and Board Chair.
- Coordinate meetings, prepare agendas, record minutes, and maintain accurate records.
- Support the preparation of reports, correspondence, notices, and housing-related documentation.
- Maintain organized and confidential files in accordance with applicable policies and procedures.
- Assist with Board correspondence, follow-up items, scheduling, and document tracking.

Tenant Relations and Community Engagement

- Serve as a respectful, approachable, and culturally safe point of contact for tenant inquiries.
- Build positive working relationships with tenants, grounded in trust, understanding, and respectful communication.
- Respond to tenant questions, concerns, and service requests in a timely and professional manner.
- Support tenant communications, including notices, updates, forms, and community information.
- Assist with concerns by connecting tenants with the appropriate staff, supports, or services.

Housing Operations Support

- Assist with tenant applications, intake processes, and tenant file management.
- Maintain accurate tenant, unit, and housing records.
- Track maintenance requests and support coordination with relevant staff and service providers.
- Ensure documentation aligns with housing policies, procedures, agreements, and approved processes.
- Support practical day-to-day administrative tasks that help the Housing Society deliver responsive housing services.

Cultural and Community Awareness

- Incorporate Huu-ay-aht cultural values, traditions, and protocols into daily work.
- Provide service in a manner that respects the diverse needs of Indigenous individuals and families.
- Support inclusive, respectful communication that reflects community priorities and Huu-ay-aht values.
- Carry out duties in alignment with the Sacred Principles of ʔiisaak, ʔuʔaʔuk, and Hišukma ʔawaak.

Operational Requirements

- Full-time, hourly position based in Anacra, BC.



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- Office-based work with regular communication with tenants, citizens, staff, Board members, and service providers.
- Ability to manage confidential and sensitive information with discretion and care.
- Ability to manage multiple priorities, follow up on action items, and meet timelines in a busy service environment.
- Satisfactory criminal record check may be required.
- Valid BC Class 5 Driver's Licence may be required or considered an asset, depending on operational needs.

Education and Experience Requirements

- Post-secondary training in administration, business, office administration, social services, housing, or a related field; or an equivalent combination of education and experience.
- One to three years of administrative, office, client service, housing, or community service experience.
- Experience working with Indigenous communities, housing services, social services, tenant relations, or community-based programs is an asset.
- Experience preparing meeting agendas, minutes, reports, correspondence, notices, and organized records.
- Proficiency with Microsoft Office, including Outlook, Word, Excel, Teams, and electronic file management systems.
- Training or experience in trauma-informed, culturally safe, or conflict-sensitive service delivery is an asset.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- Strong interpersonal skills and the ability to work respectfully with tenants, citizens, staff, Board members, and service providers.
- Excellent organization, time management, recordkeeping, and follow-up skills.
- Ability to communicate clearly, compassionately, and professionally, including when matters are sensitive.
- Ability to maintain confidentiality and handle personal or housing-related information with care.
- Problem-solving skills, sound judgment, reliability, and accountability.
- Respect for Huu-ay-aht culture, governance, community priorities, and values.
- Commitment to community wellbeing and respectful service.



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How to Apply

Submit to:

Human Resources

Huu-ay-aht First Nations Government

Email: hr@huuayaht.org

Mailing Address: 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4

Please include Housing Society Administrative Assistant in the subject line.

Application deadline: Open until filled.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Preference may be given to qualified Huu-ay-aht citizens and Indigenous applicants in accordance with HFN policy, while ensuring hiring decisions are based on qualifications, experience, and operational requirements.

Applicants who require accommodation during the recruitment process may contact Human Resources. Accommodation requests will be handled respectfully and confidentially.

Personal information submitted through job applications will be used for recruitment, selection, hiring, and related Human Resources administration. Please do not submit a Social Insurance Number, banking information, medical information, or other highly sensitive personal information with your initial application unless HR specifically requests it through a secure process.



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Vision - The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.

Mission - As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, and deliver social, cultural, and recreational programs for all Huu-ay-aht.

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics - be prepared, on time and ready to work
- Ethics - be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them - clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

RESPECT

- Golden Rule - Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette - remember the common courtesies, kindness, and compassion
- ʔiisaak
- Observe protocol and ceremony

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other