huu ay aht

ANCIENT SPIRIT, MODERN MIND

Employment Opportunity

Housing Society Administrative Assistant

(Full-time, Hourly)

Position	Housing Society Administrative Assistant
Location	Anacla, BC
Option	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 Range	$36,720 to $43,860 annually, paid hourly, commensurate with experience

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.

Function and Job Summary

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.

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, ʔuuʔałuk, and hišuk ma c̓awak.

Operational Requirements

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

Compensation and Employment Terms

The salary range for this position is $36,720 to $43,860 annually, paid hourly and commensurate with qualifications and experience. Employment terms, benefits, vacation, statutory holidays, leave provisions, and any applicable pension or group plan eligibility will be administered in accordance with the final employment agreement and applicable policy or plan terms.

huu ay aht

ANCIENT SPIRIT, MODERN MIND

How to Apply

Please submit your cover letter and resume to:

Human Resources
Huu-ay-aht First Nations Government
Email: hr@huuayaht.org
Please include "Housing Society Administrative Assistant" in the subject line or application package.

Closing Date: Open until filled, unless otherwise directed.

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.

Huu-ay-aht Vision, Mission, and Values

Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. ʔiisaak guides 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 Huu-ay-aht citizens.*

Huu-ay-aht First Nations Values

PROFESSIONALISM
- Be prepared, on time, and ready to work.
- Be responsible for the success of your work and support the success of others.
- Lead by example, respect confidentiality, and take pride in your work.

HEALTH
- Support a healthy body, mind, and spirit.
- Use work/life balance to avoid burnout.
- Care about each other, ask questions, follow up, and be appreciative.

TRUST
- Walk the talk, be honest, and avoid gossip.
- Believe the good in others and clear the air respectfully.
- Focus on your responsibilities and enjoy your work life.

RESPECT
- Treat others how you want to be treated.
- Listen actively, clarify, and accept people for who they are.
- Show kindness, compassion, ʔiisaak, and respect for protocol and ceremony.

EFFECTIVE COMMUNICATION
- Think twice and speak once.
- Respond in a timely manner and provide clear timelines.
- Listen attentively, clarify, and use respectful body language.

SUPPORT
- Be available to help and ask for help when needed.
- Advocate for one another and provide constructive feedback.
- Do not gossip; stop gossip when it occurs; clarify and seek feedback from each other.