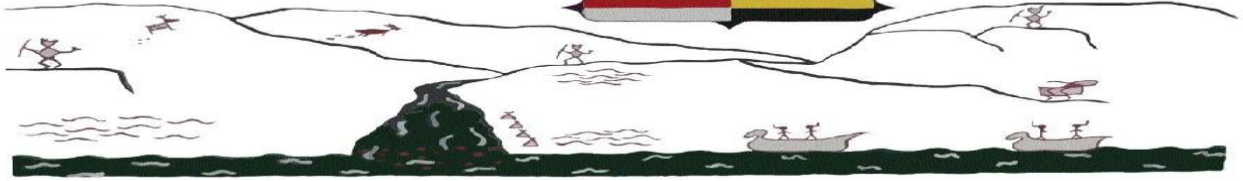


# Kanaka Bar Indian Band



## **JOB DESCRIPTION**

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**Organization: Kanaka Land & Holdings Ltd. (KLH)**

**Duration: 5-month contract (Ages 15 to 30 inclusive)**

**Position: Housing & Infrastructure Intern**

**Reporting: Housing, Infrastructure, & Operations Manager**

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### **Summary**

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable, and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants for this 5-month Contract position of Housing & Infrastructure Intern. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>.

CMHC is supporting communities by introducing a Housing Internship for Indigenous Youth (HIY) short term employment initiative providing work experience and on-the-job training for Indigenous youth with the goal of assisting youth between the ages of 15-30 in gaining work experience and pursuing long-term employment in the housing sector.

The Housing & Infrastructure Intern Assistant is responsible for:

### **General:**

- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedures.
- Maintains the highest level of confidentiality on all matters relating to the affairs of the Kanaka Bar Band.
- Provides good public relations and greeting services to the public and staff.

## Duties:

- In conjunction with both the Housing, Infrastructure & Operations Manager (Manager), and the Housing, Infrastructure & Operations Officer (Officer), observe and assist with all administration duties for both KLH & KBES.
- Working closely with the Housing, Infrastructure, & Operations Manager observe and assist with the following duties:
  - All KLH Accounts Receivable invoicing.
  - Coding of all KLH Accounts Payable invoices.
  - Assist and maintain with a file structure on the Network and start saving key KLH & KBES documents on our server.
  - Reviewing KLH Budget and assisting the Manager in any reports she may need prepared.
  - Start monitoring Customer Accounts in Xyntax to and inform Manager if anyone is going over 90 days in their payment of rent.
- Participate with the Manager during home visits.
- Assist and learn from the Manager during required site/workplace inspections.
- Participate in departmental planning activities.
- Working with the Manager, learn and then assist with ensuring safe work practices are being followed at Kanaka.
- Assist Manager with customer complaints and comments.
- Working closely with the Manager, learn and review the current Kanaka Bar Emergency Management process and assist with updating this document, if required.
- Other related duties assigned by the Housing, Infrastructure & Operations Manager.

## Requirements

- High school diploma/GED required (any O&M experience considered an asset)
- Computer literate, including effective working skills of MS Outlook, Word, Excel, PowerPoint, e-mail, and Adobe products.
- Familiarity with Xyntax is considered an asset, however not a requirement.
- Excellent written communication skills to prepare and deliver a variety of communication.
- Willingness to take further training as required.
- A valid BC class 5 driver's license is considered an asset, however not required.

This will be a full-time **5-month Contract position** based out of Kanaka Bar. Compensation is set at \$20 per hour working Monday through Friday from 8:00am to 4:00pm (35 hours per week).

Please submit your resumes to [ceo@kanakabarband.ca](mailto:ceo@kanakabarband.ca). This position must be filled by August 31, 2023; therefore, this position will only be open until August 24, 2023. Only those candidates shortlisted will be contacted for an interview.

Thank you for your interest in supporting Kanaka Bar with achieving its vision.