



Native Council of PEI

Job Posting – Housing Policy Analyst

Job Title:	Housing Policy Analyst	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Frequently
Wage:	\$25	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-892	Date Posted:	May 15, 2023
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources
 Subject Line- Housing Policy Analyst
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

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.

ROLE AND 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.
- As required assist in funding proposals for community buildings and essential upgrades
- Draft proposals for increased housing supply and support based on community feedback.
- Explore funding opportunities for sustainable housing and energy efficiency upgrades.
- Prepare professional correspondence and report on activities.
- As required, attend meetings along with the Policy Analyst to develop relationships with key stakeholders to strengthen housing partnerships.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education in construction and/or building technology.
- Experience in the development of proposals for non-profit housing and/or community development.
- Experience in trades would be considered an asset.
- Knowledge of construction cost estimating.
- 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.

