



# MÉTIS CAPITAL HOUSING CORPORATION

## Program Assistant—Métis Capital Housing Corporation

**Locations:** Edmonton

**Positions :** 1

**Position Status:** Full-Time (37.5 hrs. per week) - 1 Year Contract

### THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2007** to provide **affordable, adequate and suitable** housing to moderate to high income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Together with our sister organization Métis Urban Housing Corporation, we offer subsidized and affordable housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MUHC), visit our website at [metishousing.ca](http://metishousing.ca)

### THE OPPORTUNITY

The Program Assistant is responsible for reviewing and processing all incoming program applications. Ensure client files are current with all relevant information. Update and maintain the database.

### KEY RESPONSIBILITIES

- Review and process all incoming applications.
- Ensure client files are current with all relevant information.
- Maintain all applicant files on a daily basis.
- Email, fax, scan and copy documents.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Retrieve information when requested.
- Answer, screen and forward any incoming phone calls and emails providing information on the new home programs.
- Prepare correspondence for applicants and/or contractors.
- Prepare funding and loan agreements and forward to Finance for payment.
- Promote the housing programs at local and/or provincial events.

### QUALIFICATIONS

#### **Education**

- Post-secondary education in business or office management.

#### **Knowledge, skills, and abilities**

- Proficiency with programs such as MS Office (Word, Excel, or PowerPoint), MS Outlook and databases.
- Effective interpersonal skills, including tact & diplomacy when interacting with individuals & groups.
- Proficiency in providing excellent customer service.

### WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- Competitive compensation and comprehensive benefits plan including: life insurance, disability, health and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development

### HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.