JOB DESCRIPTION

TITLE: HOUSING SPECIALIST - PLANNING

Reports to:	Director of Administration	**Updated:**	October 13, 2026

JOB SUMMARY

The Housing Specialist - Planning leads the long-term planning and development side of Stz'uminus First Nation's housing program. The role analyzes community housing need, develops and maintains the Nation's multi-year Housing Plan, secures funding for new construction and capital projects, manages housing development projects, and researches new housing options such as homeownership and Elder housing. The position works in partnership with the Housing Specialist – Operations. The two roles share responsibility for housing needs data, funding, policy, community engagement, partnerships, and budgets, each within their own area of responsibility. The position reports to the Director of Administration or designate, who holds final decision-making authority on matters shared between the two roles.

DUTIES/RESPONSIBILITIES:

Housing Needs Assessment and Data

- Lead long-range housing needs analysis, including community surveys, population and household projections, accessibility and Elder needs, and the housing needs of members living off-reserve.
- Work jointly with the Housing Specialist - Operations to keep housing need and inventory information current, drawing on waitlist, tenancy, and inspection data maintained by Operations.
- Analyze housing data and prepare reports that support decision-making by the Director and Chief & Council.

Housing Strategy and Planning

- Develop, implement, and annually update the Nation's multi-year Housing Plan for approval by Chief & Council, aligned with the Comprehensive Community Plan and Council priorities.
- Identify land-use, servicing, and infrastructure requirements for future housing, working with Lands, Public Works, and planning consultants.
- Translate community housing needs into a prioritized pipeline of future housing projects.

Funding and Proposals

- Research, identify, and pursue funding for new construction, capital projects, and long-term housing initiatives from sources such as CMHC, Indigenous Services Canada, BC Housing, and National Housing Strategy programs.
- Lead or co-develop funding applications with the proposal writer, and track deadlines, agreements, conditions, and reporting for planning-related funding.
- Coordinate with the Housing Specialist - Operations so that funding applications and reporting are consistent Nation-wide.

New Construction and Capital Projects

- Plan and manage new construction and major housing development projects from concept through completion, including scoping, budgeting, procurement, consultant and contractor coordination, scheduling, inspections, and close-out.
- Coordinate feasibility work for new housing sites, infill opportunities and replacement housing.
- Monitor project budgets, timelines, and deliverables, and report progress and variances to the Director or designate.

- Draw on the asset management and renovation plan maintained by the Housing Specialist - Operations to inform long-term planning and replacement decisions.

Housing Policy and Governance

- Work with the Housing Specialist - Operations and Chief & Council to draft, review, and recommend housing policies (e.g., allocation, homeownership, tenant responsibilities), leading the policy work that relates to housing development and long-term planning.
- Prepare briefing notes, reports, and presentations for the Director and Chief & Council.
- Ensure housing plans and projects comply with funding agreement terms, applicable building codes, and Nation policies.

Homeownership and Housing Innovation

- Research and evaluate housing models and options, including homeownership and rent-to-own programs, Elder and accessible housing, and modular or alternative construction.
- Develop recommendations and implementation plans for new housing options, in collaboration with the Housing Specialist - Operations, who administers programs once they are in place.

Community Engagement and Partnerships

- Plan and facilitate community engagement on housing needs, plans, and development projects, so that members, including Elders and youth, help shape decisions.
- Communicate housing plans and project progress to members in clear, plain language.
- Build and maintain relationships with funders, government agencies, neighbouring Nations, the regional district, lenders, developers, and housing organizations in support of housing development.

Budget

- Develop and monitor capital and project budgets for housing development and planning initiatives.
- Monitor expenditures and revenues for planning-related funding to ensure spending stays within approved budgets and funding agreements.

Supervision

- Supervise assigned staff or contractors, including setting clear performance expectations and objectives.
- Support, mentor, and develop assigned staff, and address performance issues proactively in a fair and consistent manner.
- Participate in workforce planning and in job interviews and hiring for positions within the housing program.

Collaboration and General

- Support the Housing Specialist – Operations in assessing and prioritizing repair ,rehabilitation, replacement and new-build projects.
- Work closely with the Housing Specialist - Operations to share data, align priorities, and coordinate work that crosses both areas.
- Refer matters that cannot be resolved between the two Housing Specialist roles to the Director of Administration or designate, who holds final decision-making authority.
- Collaborate with Finance, Public Works, Lands, Social Development, and other departments as required.
- Attend and participate in team meetings.
- Provide professional and friendly service at all times.
- Makes recommendations to the Director of Administration or designate on housing plans, priorities, funding applications, and policies.
- Final decisions on matters shared between the two Housing Specialist roles rest with the Director of Administration or designate.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Post-secondary diploma or degree in community planning, business, housing management, construction management, or a related field; an equivalent combination of education and experience will be considered.
- 3 to 5 years' experience in housing planning, community development, project management, or a related field, preferably with First Nations.
- Knowledge of First Nations housing programs and funding, including CMHC and ISC requirements.
- Demonstrated success writing funding proposals and managing funding agreements and reporting.
- Experience supervising or leading staff, students, or contractors.
- Experience coordinating capital or construction projects, including budgets, timelines, and contractors.
- Strong research, analytical, and data skills, including proficiency with spreadsheets and databases.
- Excellent written communication and presentation skills, with the ability to report to leadership and engage community members.
- Ability to maintain confidentiality and exercise sound judgment in politically sensitive situations.
- Valid BC driver's licence and satisfactory Criminal Record Check.

OTHER DUTIES:

This Job description is not designed to cover a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, obligations and activities may change or new ones may be assigned at any time.

SIGNATURES:

Supervisor Name		**Signature**		**Date**	
Employee Name		**Signature**		**Date**	