



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Housing Specialist

Position: New Position

Salary: \$70,000.00 - 75,000.00

Location: Kenora, Dryden, Fort Frances, Treaty#3 Community - In Office

Posting Date: October 28, 2026

Closing Date: November 4, 2026

Overview:

The Grand Council **"Housing Specialist"** will work directly on the Treaty #3 Housing file; exploring new housing projects and developing new partnerships in Treaty #3.

Duties and Responsibilities:

- Lead the implementation of the Treaty #3 Housing Implementation Plan, including monitoring progress, timeline, and deliverables.
- Advance the Treaty #3 Housing Strategy through engagements with Treaty #3 communities, Tribal Councils and other Treaty #3 Organizations
- Research and support housing-funding applications, agreements, and reporting needs.
- Coordinate and oversee the planning, logistics, and facilitation of annual Treaty #3 Housing Summit.
- Coordinate and participate in regional housing meetings and other housing-related events as needed.
- Facilitate and lead meetings with the Treaty #3 Housing Governance Committee, including meeting materials, follow-ups and tracking of action items.
- Support the ongoing development and implementation of the Treaty #3 Housing Distribution Centre.
- Support the development and coordination of workshops and training opportunities offered in the Housing Distribution Centre.
- Develop and maintain communication with Housing managers, Band Offices, suppliers, contractors, transportation providers, and other partners to support the development of a reliable regional housing supply chain.
- Collect and analyze feedback from Treaty #3 communities regarding the Distribution Centre and identify opportunities to improve the services.
- Prepare reports, presentations and recommendations for communities' leaders, the Housing Committee, and other partners.
- Foster partnerships with government agencies, non-profit organizations, and communities' stakeholders to enhance housing resources and advocacy efforts.
- Collaborate with Treaty #3 communities, non-profit organizations, and other housing partners to identify housing needs, gaps, priorities and improvements in the territory.
- Oversee housing budget file and resource allocation to ensure efficient operation.
- Develop and implement performance metrics to evaluate housing projects effectiveness and generate continuous improvement.
- Facilitate workshops and training sessions to Treaty #3 housing staff, leadership and other stakeholders.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- Bachelor's degree in relevant field is considered an asset.
- Strong understanding of housing policies, regulations, and community resources.
- Proven ability to manage multiple projects and priorities effectively in a fast-paced environment.
- Strong understanding of affordable housing policies and funding mechanisms.
- Proven ability to build and maintain collaborative relationships with various stakeholders.
- Familiarity with project management methodologies and tools.
- Experience with grant writing and funding applications for housing programs.
- Demonstrated problem-solving abilities, with a proactive approach.
- Strong communication and interpersonal skills, with the ability to engage effectively with a variety of stakeholders.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom and Microsoft team).

Please send a cover letter, resume, and contact information for 3 references (email preferred) to the attention of:

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**