

## Career Opportunity: Housing Program Generalist

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- Prepare and develop action planning for information and media dissemination on good private home readiness and responsible maintenance and repair of private homes.
- Develop and maintain various tracking tools to monitor outreach objectives.
- Respond to inquiries on any DCI social media forums and blogs.

### Reporting Responsibilities

- Prepare semiannual activity reports for the Director of Commerce and Industry.
- Prepare news releases and quarterly bulletins for public distribution via DCI social media and website.
- Prepare exit reports on all meetings, training, and public information campaigns.
- Prepare a consumer protection section for the Cree Nation Government annual report related to private housing.

### Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

### Education

- College diploma in Administration, Communications, Public Relations or related field.

### Experience

- One to three years of relevant work experience.

### Language

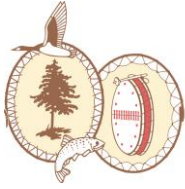
- Fluency in Cree and in English.
- Fluency in French is an asset.

### Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Demonstrated attention to detail and accuracy.
- Proven administrative and organizational skills.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

### Additional Requirements

- Willingness to work irregular hours.
- Willingness to travel occasionally.
- Must agree to undergo a criminal record check.



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The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

### **Application Period**

From April 1, 2021 to April 16, 2021

### **Application**

Your application must be sent by email with the competition number: **DCI-210402-2**

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