



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY HOUSING RENOVATION GRANT COORDINATOR

Posting Date:	Tuesday, June 24, 2025
Classification:	Term Contract, 12 to 18 months (Maternity Leave)
Supervisor:	Joseph Stup, Trust Comptroller
Hours of Work:	35 hours per week
Salary:	\$21.00 - \$22.00 per hour
Closing Date:	Tuesday, July 8, 2025
Vacancy Status:	Existing

Overview

The Niigaaning Trust Office is seeking to fill the Housing Renovation Grant Coordinator position to champion the Nookmis Renovation Grant Application from beginning to end and provide a final report with recommendations.

Key Responsibilities Include:

- The Housing Renovation Grant (NRG) Coordinator will work directly with renovation grant applicants as the liaison with, but not limited to, contractors, BFN departments, housing, and safety inspectors
- Work under the BFN Administration Policies and Procedures,
- Must familiarize oneself and become knowledgeable with BFN Housing and Nookmis Renovation Grant Program policies,
- Work directly with NRG applicants to ensure all application criteria are met and applications are completed as required.
- Accurately manage financial records and transactions between BFN and NRG contractors
- Travel to and from applicants as required to complete on-site inspections.
- Perform other duties, as assigned.

Qualifications:

- Proficient in MS Office/Google Suite programs, e.g., email, spreadsheets, and document writing.
- Excellent oral and written communication skills
- Knowledge of the organizational structure of Beausoleil First Nation, particularly the Nookmis Renovation Grant (NRG) Policy
- Ability to work independently, follow, and carry out instructions, and work within a team environment.
- Excellent organizational skills and the ability to take initiative and meet deadlines
- Ability to do basic measuring and math formulas within the scope of a home renovation
- Must possess an Ontario class G driver’s license and provide a clean driver’s abstract
- Must have strong interpersonal and customer service skills

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment-related reference contacts
- Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member.

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.