

**Administration Office**

289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Executive Services

279 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.2784

Community Centre

533 Thomigo Road
Muncey, ON N0L 1Y0
telephone: 519.289.2957
fax: 519.289.2883

toll-free: 1.800.298.7137
www.munsee.ca

**EMPLOYMENT OPPORTUNITY
PUBLIC WORKS/HOUSING COORDINATOR**

TERM: FULL-TIME PERMANENT
SALARY: TBD BASED ON EXPERIENCE & QUALIFICATIONS.
POSTING DATE: March 11, 2026
CLOSING DATE: OPEN UNTIL FILLED

JOB SUMMARY:

Reports to and under the direction of the Munsee-Delaware Nation Manager for the efficient and effective performance of the Public Works/Housing Coordinator job responsibilities. Provide complete, competent, and timely advice on matters relating to the Public Works/Housing Coordinator job responsibilities.

Participate in program evaluations and provide recommendations on how to improve the effectiveness and efficiency of the Housing Program.

Provide monthly reports. Responsible for preparing annual work plan, budget and cashflow for the Public Works/Housing Department. Also responsible for preparing reports to funding agencies in which funding is provided for this program.

DUTIES AND RESPONSIBILITIES: Full Position Description is available. Please call 519 289-5396 ext. 235 or email employment@munsee.ca to request a copy.

Statement of Qualifications:

1. Business Administration Diploma and/or University Accreditation in similar program;
2. Grade 12 with minimum 4 years' experience working in public works/housing for First Nation Communities;
3. Proficient written and verbal communication skills;
4. Knowledgeable in office procedures and the Nations programs;
5. Excellent computer skills in Excel, Microsoft office program and Accpac software;
6. Excellent organization, problem solving, and decision-making skills;
7. Must be dependable and committed to maintaining confidentiality;
8. Knowledgeable of CMHC (Canada Mortgage and Housing Corporation) programs;
9. Ability to accompany Inspectors, to inspections for construction, repairs and renovations;

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10. Ability to accompany EHO (Environmental Health Officer) to do septic layouts and sanitation and other environmental health inspections;
11. Ability to work both independently and within a team-oriented organization.
12. Must be committed to always ensure the highest level of confidentiality.

REQUIREMENTS

1. The successful candidate will provide a current VS-CPIC and Driver's Abstract at own expense, prior to starting employment
2. Must possess at minimum, a valid Ontario G Drivers' license and have insured vehicle and be willing to travel.
3. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.)

Interested Applicants: Please mail, email or fax your resume, cover letter, copy of your qualifications, and three current work-related reference letters. 1 -character reference and other supporting documentation in a sealed envelope marked "Munsee-Delaware Nation Public Works and Housing Coordinator Application" to:

Colin French
Nation Manager
Munsee-Delaware Nation
289 Jubilee Road
Muncey, Ontario
N0L 1Y0
Email: applications@munsee.ca
Or Fax: 519-289-5156

All submissions will be screened according to the above qualifications Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act, is a preference.