

First Nations Housing Professionals Association L'Association des professionnels de l'habitation des Premières Nations

Program Manager

The First Nations Housing Professional Association (FNHPA) is a new professional association committed to excellence in expanding housing management capacity for First Nations organizations. The day-to-day operations of FNHPA are managed by AMCES Association Management & Consulting. AMCES is seeking a highly motivated, independent and dynamic individual who will help develop and manage program and communication activities on behalf of the First Nations Housing Professionals Association (FNHPA). This contract position is available until March 31, 2020 and may be renewable. The Program Manager will report to the FNHPA Executive Director.

Responsibilities

- Develop and implement a marketing and communications strategy for FNHPA
- Develop and nurture effective relationships with related institutions and other organizations
- Initiate and participate in FNHPA outreach activities
- Promote and manage FNHPA programs including:
 - First Nations Housing Professional (FNHP) Certification
 - Prior Learning Assessment and Recognition Path
 - Professional Development including workshops and conferences

Qualifications & Experience

- Post-Secondary degree or equivalent in experience and at least 3 years of relevant work experience preferably in a not-for-profit professional association
- Prior experience working with committees and volunteers
- An understanding of the First Nations housing & infrastructure services and issues
- Excellent organizational and project management skills and an ability to work independently with minimal supervision
- Excellent verbal, written and interpersonal skills and the ability to communicate to a wide audience in a changing political landscape
- A strong work ethic and the ability to work under pressure and meet deadlines
- Proficient in Microsoft Office and other social media platforms

To explore this opportunity to join a growing and dynamic organization and its energetic and motivated team, please forward your resume by November 30th to Nancy Barrett at nancy@fnhpa.ca



www.FNHPA.ca
Connect with us @fnhpa_aphpn

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1-800-360-6114