



## GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

**Title:** Homeownership Program Coordinator

**Salary range:** \$89,483.00 to \$101,569.00 per year,  
37.5 hours/week

**Department:** Nunavut Housing Corporation

**Northern Allowance:** \$22,178.00 per year

**Community:** Arviat

**Union Status:** Nunavut Employees Union

**Reference Number:** 2024-12-NHC-13792

**Housing:** Subsidized Staff Housing is not Available

**Type of Employment:** Indeterminate

**Closing date:** May 31, 2024 @11:59 p.m. eastern time

**This employment opportunity is restricted to residents of Arviat only.**

**The Government of Nunavut** was selected as one of Canada's Best Diversity Employers, Top Employers for Young People, and recent graduates in 2023. Nunavut is a dynamic, vibrant territory, committed to becoming an even better place for future generations. As a government, we are strengthening our unique model of governance - one that integrates Inuit societal values, promotes use of the Inuktitut language, achieves a representative public service, and collaborates with partners to achieve the promise of Nunavut. Successful applicants will enjoy a competitive salary, medical and dental benefits, a defined benefit pension plan, relocation privileges and opportunities for training and career advancement.

**The Nunavut Housing Corporation** is an agency of the Government of Nunavut which serves the housing needs of one of the fastest growing and youngest populations in Canada. NHC's mandate is to create, co-ordinate, and administer housing programs in order to provide fair access to a range of affordable housing options to families and individuals in Nunavut. NHC has recently launched The Nunavut 3000 Strategy, ([www.igluliugatiingniq.ca](http://www.igluliugatiingniq.ca)) which is a collaboration between the government and its partners to deliver 3,000 new units across the housing continuum by 2030.

Reporting to the Manager, Homeownership Programs, the Homeownership Program Coordinator assists in the delivery of homeownership programs by assisting the Manager in the development and evaluation of programs. The incumbent will assist in the development of policy and operational materials to support and enhance the homeownership programs and will support the training of program staff.

Key responsibilities of the successful candidate will also include:

- Coordinating program policy and procedural guidelines;
- Communicating with the district delivery staff with the development of new programs or changes to existing programs;
- Identifying housing issues expressed from NHC and LHO staff, and the general public;
- Coordinating studies, reviews, and evaluations on the delivery of programs;
- Preparing community status reports, program status reports and other reports as needed.

The knowledge, skills, and abilities required for this job are usually obtained through completion of a high school diploma with formal training/education relevant to the position such as business, real property law, property management, social sciences with two (2) years of similar/relevant work experience.

**If you are interested in applying for this job, please email your cover letter and resume to [NHCCareers@gov.nu.ca](mailto:NHCCareers@gov.nu.ca). Please include the reference # in the subject line of your email.**

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

**CONTACT:** Nunavut Housing Corporation  
Government of Nunavut  
PO Box 1000, Station 1400  
Iqaluit, Nunavut X0A 0H0  
<https://www.nunavuthousing.ca/careers?&lang=en>

**Phone:** (613) 292-8115  
**Fax:** (867) 979-4194  
**Email:** [NHCCareers@gov.nu.ca](mailto:NHCCareers@gov.nu.ca)



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NUNAVUT HOUSING CORPORATION  
LA SOCIÉTÉ D'HABITATION DU NUNAVUT  
NUNAVUNMI IGLULIQYIIRYUAT

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Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimagatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

An eligibility list may be created to fill current and future vacancies across Nunavut Housing Corporation in all communities.

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