



Job Description:
Housing Métis Youth Intern

POSITION TITLE: Housing Métis Youth Intern

DEPARTMENT: Ministry of Housing

CLASSIFICATION: MGO-01

SALARY RANGE: \$20.00 / hour

DURATION: 37.5 hours per week for 16 weeks. Flexibility in work hours will be considered if attending post-secondary. Internship must be completed between September 6, 2022 and March 1, 2023.

LOCATION: Remote from home with the requirement to attend meetings in Saskatoon periodically.

ACCOUNTABLE TO: Housing Manager

Brief Overview:

Métis Nation–Saskatchewan (MN–S) has partnered with the Canada Mortgage and Housing Corporation (CMHC) as part of the CMHC Housing Internship for Indigenous Youth program (HIY). This position aims to provide Métis youth with a quality internship opportunity that will provide work experience and relevant skills training to help contribute to the improvement of housing outcomes and enable their pursuit of longer-term employment in the housing sector.

Reporting to the Manager of Housing, the intern will work with the MN–S Ministry of Housing in supporting the Métis Citizens of Saskatchewan in the development, implementation and administration of housing programs. The responsibilities of this position include, but are not limited to:

Key Responsibilities:

- Intake and processing of housing program applications
- Data entry and software management
- Creation of presentations/reports/graphs



- Assist in data collection for Métis citizens' housing needs in all 12 Métis Regions
- Help plan for events and meetings
- General administrative and office duties as directed by the Housing Manager

Knowledge and Skills:

- Strong organizational, analytical, and problem-solving skills
- Good verbal and written communication skills
- Able to work methodically and accurately, with attention to detail
- Possess interpersonal skills and enjoy working collaboratively as part of a team
- Able to work independently and adapt to shifting priorities
- Proven ability to maintain confidentiality
- Able to sit for extended periods at a computer.
- Some understanding of Microsoft Office Suite (Word, Excel, PowerPoint, Teams), Adobe, and Zoom
- Experience with Salesforce and Sharepoint is a plus
- Experience in housing and construction is a plus

Additional Requirements:

- Criminal background check
- Must have the ability to establish a home office with a stable internet connection, and a private and secure workspace, if required.
- Applicants must demonstrate a commitment to a diverse, culturally competent, and culturally safe work environment
- Valid driver's license and access to a reliable vehicle

Please submit your resume, references, and cover letter to hr@mns.work **before 11:59 pm, August 4, 2022.**

Only candidates selected for an interview will be contacted.

Candidates must be Métis or part of another Indigenous group.

