



Job Posting: Homelessness Administrator

POSITION TITLE: Homelessness Administrator

DEPARTMENT: Housing

CLASSIFICATION: MGO-05

SALARY RANGE: \$55,000.000 to \$65,730.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

REPORTS TO: Homelessness Manager

Brief Overview:

Under the direction of the Métis Nation–Saskatchewan (MN–S) Director of Housing and Homelessness Manager, the Homelessness Administrator will provide direct supports to the Métis citizens with housing team in the development, implementation, and administration of housing programs to support Métis citizens across the province, including providing supervision and direction to assigned staff.

Key Responsibilities:

- Provide general administrative support to the Homelessness Team
- Answering incoming calls; answer questions, taking messages and re-directing as required
- Dealing with email inquiries
- Taking meeting minutes
- Data entry
- General office management such as ordering supplies, mailing documents etc.
- Arranging both internal and external events
- Build and maintain strong relationships with various stakeholders
- Other duties/responsibilities as determined by the MN–S Homelessness Manager

Qualifications

- Minimum 3 years experience in an administrative role or other similar position.
- Recognized course in Business Administration or Related studies
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint

Métis Nation–Saskatchewan (MN–S)

310-20th Street East

Saskatoon, SK S7K 0A7

306.343.8391

metisnationsk.com



Knowledge and skills:

- Excellent verbal and written communications skills
- Strong organizational, analytical, and problem-solving skills
- Strong social skills and ability to deal with the public on a daily basis
- Microsoft Office (Word, Excel, and PowerPoint)
- Valid Driver's license and access to a personal vehicle is required
- Ability to travel

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- **Please submit resume, references, and cover letter to hr@mns.work by 11:59 pm on February 6, 2023**
- Must be fully vaccinated for COVID-19
- Work remotely with minimal supervision

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

Only candidates selected for an interview will be contacted.

