



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Housing Intern
Location:	Sheguiandah First Nation - Administration Office
Accountability:	Housing Manager and Director of Operations
Employment Status:	Full-Time (35 hours/week)
Hours Of Work:	Regular Office Hours (8:30-4:30pm)
Preferences:	Person of Indigenous descent/ Sheguiandah First Nation Band Member
Compensation:	\$27.00 Per Hour
Tentative Start Date:	ASAP

Position Summary

Sheguiandah First Nation is seeking a motivated and community-focused Indigenous youth to participate in the Indigenous Youth Housing Internship Program (IYHIP), supported by the Canada Mortgage and Housing Corporation (CMHC).

The Intern will gain hands-on experience supporting local housing initiatives while contributing to improving housing conditions, planning, and services within the community. This position is an opportunity to build career skills, connect with community leadership, and support housing solutions that reflect the values, priorities, and traditions of Sheguiandah First Nation.

Key Responsibilities

- Support the Housing Department with day-to-day operations and administrative tasks.
- Assist in housing data collection, file organization, and reporting.
- Contribute to housing needs assessments, inspections, and documentation (as appropriate).
- Assist in developing housing plans, policies, and community engagement initiatives.
- Participate in community meetings, consultations, and housing-related events.
- Support communication with tenants, applicants, and community members.
- Prepare basic reports, presentations, and informational materials.
- Work collaboratively with staff, leadership, and external partners (including CMHC).
- Complete additional duties as assigned.

Qualifications

- Must self-identify as Indigenous (First Nations, Inuit, or Métis), with preference given to members of Sheguiandah First Nation or nearby communities.
- Youth (typically ages 18–30).
- Currently enrolled in or recently completed post-secondary education OR have relevant work/lived experience.
- Due to funding requirements, the intern must not hold other employment during the internship period.
- Interest in housing, community development, or working in First Nation administration.
- Valid Ontario Driver's Licence and access to a reliable vehicle.
- Current First Aid and CPR certification, or willingness to obtain.
- Knowledge of the Sheguiandah First Nation organization and programs.
- Ability to prioritize tasks with minimum supervision.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:



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Confidential: Housing Intern

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.