



PEEPEEKISIS CREE NATION No. 81
P.O. Box 518 • Balcarres, Sk• S0G 0C0
Phone: (306) 334-2573 • Fax: (306) 334-2280

Job Advertisement

Position:	Tenant Relations Coordinator	Location:	Peepeekisis Cree Nation
Date Posted:	September 10, 2026	Date Closed:	September 25, 2026
Reports to:	Housing Manager	Classification:	Full-Time
Department:	Housing	Competition #:	2024-03-25

Job Summary:

Reporting to the Housing Manager, The Tenant Relations Coordinator (TRC) maintains tenant relationships in the best interest of the community. They handle housing assistance applications, lease agreements, educate homeowners and tenants on housing policies, enforce housing policies, provide support services, assist with budgeting and home maintenance, and ensure compliance with Peepeekisis' Housing Policies. He/She will be responsible for;

Duties & Responsibilities:

- Enforce tenant payment processing and collections, conduct inspections and maintenance, and provide tenant training workshops.
- Receive and process housing applications, handle tenant complaints, enforce housing policy, and execute eviction procedures as required.
- Maintain tenant files, produce operational reports, assist with policy development, and perform other related duties as required.
- Assist in the development/update of housing policy, and
- Any other related duties as required by supervisor.

Qualifications:

- Degree in office administration, business field, or Property Management Certificate, or at least three (3) years of related experience.
- CPIC and Vulnerable Sector Check.
- Experience in client counseling and community meetings/training is considered an asset.
- Experience in conducting community meetings and training is considered an asset.

Skills & Abilities:

- Maintain confidentiality.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office and other relevant software.
- Willingness to respond outside regular business hours.
- Adherence to nation policies and procedures.
- Ability to work independently or in groups.

Requirements:

- Basic understanding of government operations and community services.
- Knowledge of Peepeekisis' policies, procedures, and the First Nations Market Housing Fund.
- Independent work proficiency with strong organizational skills.
- Excellent interpersonal and communication abilities.
- Proactive, adaptable, and capable of prioritizing multiple demands effectively.
- Valid driver's license and access to a reliable vehicle.
- Willingness to travel for training and workshops.

Please submit: Covering letter, 3 reference letters and CPIC
Attention: Human Resource Manager,
selena.dieter@peepeekisis.com or Fax: 306-334-2280
Only those selected for an interview will be contacted.