



www.qavvivik.ca

Employment opportunity

Job Title: Inuit Housing Program Coordinator

Location: Qavvivik Inuit Family and Community Health Centre - Montreal (Verdun)

Reports To: Executive director

Employment Type: 1 year FT (in-office with flexible hours), possibility of renewal

Salary Range: \$27.00 to 34.00 an hour

About Qavvivik

The Qavvivik Inuit Family Health and Community Centre provides culturally safe, community-driven programs and services for Inuit living in Montréal. Our team is dedicated to supporting health, wellness, and access to resources in a warm, respectful, and welcoming environment.

Position Overview

The Inuit Housing Program Coordinator is responsible for coordinating, implementing, and evaluating a new housing program for Inuit in Montreal. The program seeks to help community members at risk of becoming homeless by providing support in housing searches, identifying and developing new housing opportunities, and liaising with other community organizations with housing mandates.

Working in partnership with the Qavvivik team and external partners, the coordinator ensures the housing program meets the needs of the community and supports Inuit health and wellbeing.

Key Responsibilities

- Plan, coordinate, and oversee housing program and services, including working with community members, landlords and community service organizations.
- Develop policies and processes for financial support of community members.
- Assist community members with housing searches, applications, and funding opportunities.
- Work with landlords and other agencies to secure housing for Inuit.
- Connect community members to other health and social services as needed.
- Prepare proposals, reports, and budgets.
- Monitor housing conditions and availability to identify and secure housing for community members

- Support community engagement and education around housing rights and tenancy responsibilities.
- Uphold principles of respect, cultural safety, and confidentiality in all interactions.

Essential Qualifications

- Knowledge of Indigenous housing issues, funding programs, and community infrastructure.
- Strong organizational and communication skills.
- Positive and constructive team member.
- Experience working with Inuit in community, social and health services contexts.
- Ability to speak, read and write in French and English. Ability to communicate in Inuktitut a strong additional asset.
- Diploma or degree in housing management, community development, project management, or a related field; or equivalent combination of education and experience.
- Minimum 2 years of experience in housing coordination, Indigenous community programming, or project administration.

Working Conditions

- Office-based with frequent interaction in community settings and housing sites.
- Some travel and evening or weekend meetings may be required.

Benefits

- Competitive salary and comprehensive benefits package.
- Professional development and cultural learning opportunities.
- Meaningful work supporting housing security and community wellness.

How to Apply

Please submit your resume, cover letter, and a brief statement describing your experience working with Indigenous communities or housing programs to recruit@qavvivik.ca

 **Application Deadline:** January 25, 2026