JOB DESCRIPTION – Indigenous Housing Data & Program Support Summer Student

First Nations Housing & Infrastructure Council - 2026

OVERVIEW OF THE POSITION

Reporting to the Program Manager and supporting the Urban, Rural, and Northern Indigenous Housing Strategy (URN) and Reaching Home programs, the Indigenous Housing Data & Program Support Summer Student will assist with administrative coordination, data management, CRM updates, research, and program support activities.

This position provides an opportunity for a student to gain hands-on experience in Indigenous housing initiatives, program administration, community engagement, and project coordination while supporting important work related to housing and homelessness for First Nations communities across British Columbia.

The Summer Student will work closely with the Housing and Infrastructure team to support data organization, intake tracking, reporting preparation, and communication activities that contribute to the successful delivery of FNHIC programs and services.

KEY RESPONSIBILITIES

The Indigenous Housing Data & Program Support Summer Student will assist with the following:

1. Data & CRM Support

- Assist with reviewing, updating, and maintaining CRM and contact databases.
- Support data entry and quality assurance activities for URN and Reaching Home applications.
- Help organize electronic records, project files, and member information.
- Review and verify community and organizational contact information.
- Assist in identifying missing or incomplete program data.
- Support development of tracking spreadsheets and reporting tools.

2. Program Administration Support:

- Assist with organizing meetings, workshops, and engagement sessions.
- Support preparation of agendas, meeting materials, presentations, and notes.
- Assist with monitoring general program inboxes and organizing correspondence.
- Help prepare summaries, spreadsheets, and program reports.
- Support intake tracking and application organization processes.
- Provide general administrative support to the Housing and Infrastructure team.

3. Research & Engagement Support

- Conduct research related to Indigenous housing, homelessness, community infrastructure, and funding programs.
- Assist in compiling information on First Nations communities, housing organizations, and service providers.
- Support outreach and engagement preparation for communities and partners.
- Assist with preparation of educational and communication materials

4. Organizational & Team Support

- Participate in team meetings and planning sessions.
- Maintain confidentiality of sensitive information and records.
- Support internal process improvements and organizational systems.
- Other duties as assigned.

Other duties as assigned/required.

Learning Opportunities

The Summer Student will gain exposure and experience in:

- Indigenous housing systems and policy

- URN and Reaching Home programs
- Program and project coordination
- CRM and database management
- Community engagement processes
- Government funded program administration
- Indigenous led housing initiatives
- Professional communication and reporting

Critical Skills

- Strong organizational and time management skills
- Strong attention to detail and accuracy
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively
- Professional and respectful communication style
- Comfortable learning new software and systems
- Ability to maintain confidentiality
- Interest in Indigenous housing, community development, or public administration

Education and Experience

Required:

- Current post secondary student in Business Administration, Indigenous Studies, Public Administration, Social Sciences, Information Management, Community Planning, Project Management, Office Administration, Finance Administration, or a related field.
- Strong computer skills, including proficiency in Microsoft Office Suite (Teams, Outlook, Word, Excel).
- Strong knowledge and understanding of online tools, including webinars, virtual conference software (ex: Zoom/Teams)

Preferred:

- Previous administrative experience in an office environment is considered an asset.
- Experience working with Indigenous communities or organizations is an asset.
- Familiarity with CRM systems, databases, spreadsheets, and online administrative systems is considered an asset.
- Experience supporting programs, projects, research, or data management activities is an asset.
- Knowledge of Indigenous housing, homelessness, or community development initiatives is an asset.

Compensation & Term:

This is a full-time summer student position for a 13-week term anticipated to begin on or around June 15, 2026 and conclude in September 2026. The successful candidate will work 35 hours per week at a rate of $22.00 per hour. This position is remote/home based with minimal travel requirements.

Application Information

Applicants are invited to submit a resume and cover letter outlining their interest and qualifications for the position.
Please submit applications by Friday, June 19, 2026 to:

Ryan Oliverius
Program Manager, URN & Reaching Home
First Nations Housing & Infrastructure Council (FNHIC)

Email: **ryan.oliverius@fnhic.ca**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.