

Wiikwemkoong Child and Family Services is seeking a **qualified individual** to fill the position of Property Management Officer. Wiikwemkoong Unceded Territory (WUT) Child and Family Services oversees and advocates for child and family matters by following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards. This will ensure the services are culturally appropriate to support the community's children and families in alignment with Anishnaabe values and practices. The Property Management Officer will report directly to the Director of Child and Family Services.

RESPONSIBILITIES

- Maintain safe, functional, culturally grounded CFS facilities that support children, youth, families, and staff.
- Conduct regular facility inspections to ensure safety, cleanliness, compliance, and operational readiness.
- Coordinate repairs, maintenance, upgrades, and service requests with internal teams and external contractors.
- Maintain compliance with building codes, fire safety standards, emergency protocols, and WUT policies.
- Develop and maintain a complete inventory of CFS assets, including technology, furniture, equipment, vehicles, and program materials.
- Complete quarterly and annual inventory audits, tracking asset condition, lifecycle, procurement, installation and disposal needs.
- Manage vendor and contractor relationships, maintain service quality, and maintain accurate work orders, logs, warranties, and agreements.
- Prepare facility and inventory reports, support budget planning, and promote culturally safe, trauma-informed environments across all CFS locations.

REQUIREMENTS

- Diploma or certificate in Property Management, Facility Operations, Business Administration, or a related field; equivalent experience will be considered.
- 3–5 years of experience in facility management, property operations, maintenance coordination, or inventory management.
- Knowledge of building operations, safety standards, maintenance practices, and related compliance requirements.
- Strong organizational, planning, problem-solving, and priority-management skills across multiple sites.
- Strong communication and interpersonal skills, with the ability to work independently and collaboratively with diverse teams.
- Proficiency in Microsoft Office and inventory management tools.
- Valid "G" driver's license, reliable vehicle, clear CPIC and Vulnerable Sector Check, and WHMIS and First Aid/CPR certification or willingness to obtain.

Salary: 65,009 Grade 5, Step 1

Location: Wiikwemkoong

Posting: August 17th, 2026

Closing Date: Open until filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: Property Management Officer, Child and Family Services

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