

JOB POSTINGS

April 2, 2025





We Wai Kai Nation, 690 Headstart Crescent, Campbell River, BC, V9H 1P9

Job Posting

Chief Financial Officer

We Wai Kai Nation is seeking a Chief Financial Officer (CFO). The Chief Financial Officer is responsible for all accounting and financial functions of the Nation, for providing professional guidance and advice to the Nation and for leadership, supervision, and mentorship of the Finance Department Staff.

The Chief Financial Officer will:

- Oversee all financial transactions and reporting for the WeWaiKai Nation, including their control systems and transaction processing
- Prepares GL account reconciliations
- Coordinates and directs the preparation of the WeWaiKai Nation's annual budget and quarterly report variances
- Oversees and assists with month-end and year-end close processes for the Nation
- Oversees the preparation and publishing timely monthly financial statements
- Oversees all General Ledger, A/P, A/R, inventory and invoicing systems and processes
- Oversees reporting cashflows and forecasts
- Coordinate and maintain funding and other contribution agreements between the WeWaiKai Nation and Indigenous Services Canada and other supplementary contribution and grant agreements
- Prepares and submit financial reports for various funding agencies
- Ensure compliance with accounting standards, applicable regulations, laws, and internal policies and procedures
- Develop and document business processes, procedures and accounting policies to maintain and strengthen internal controls and processes
- Lead annual audit preparation, including preparation of schedules, ensuring all reconciliations are complete and documentation is available
- Manages financial staff recruiting, selecting and orienting
- Mentor, train, and encourage accounting staff to increase understanding and independence
- Oversee capital asset purchases, depreciation, and replacement.
- Provide professional guidance and advice to Chief and Council, and assists with strategic planning
- Backup filling in for the Executive Director in his absence
- Other accounting and professional related duties as required

Education, Experience, and Qualifications

- Professional accounting designation (CPA)
- 10 years of experience in a senior accounting role
- Advanced working knowledge of Microsoft Office Excel, including the use of pivot tables, VBA, queries, and charts
- Advanced working knowledge of Public Sector Accounting Standards (PSAS) and Canadian accounting standards for private enterprises (ASPE)
- Experience working with multiple legal entities under different legal umbrellas
- Experience with working with other First Nations, other levels of government, and Indigenous Services Canada,

Skills and Abilities

This senior role requires advanced abilities and willingness to lead, communicate, make decisions, and manage relationships. The CFO must have a high level of personal motivation and an ability to work independently with little supervision

The incumbent must be able and willing to:

- Listen with empathy and curiosity, understand, and then respond appropriately, taking into consideration cultural nuances.
- Work effectively in stressful and difficult situations and to tight deadlines
- Analyse and resolve difficult problems, including conflict
- Work flexibly and adapt to dynamic situations

Personal Attributes

The CFO must demonstrate the following personal attributes.

- Strong interpersonal skills; calm, pleasant and helpful
- Strict adherence to confidentiality, privacy, and code of ethics practices and policies
- Respect and professionalism
- Cultural awareness and sensitivity
- Service orientation
- Personal organization skills
- Punctuality and reliability
- Criminal records check

Working Conditions

This position is nominally scheduled to work Monday to Friday, dayshift but will often require flexibility and additional time to deliver its leadership mandate. This position is located in Campbell River, BC

Job Type: Full-time, Permanent

Please submit your cover letter and resume to careers@wewaikai.com

Posting closes May 31, 2025 or until filled

Salary range: \$140,000 - \$170,000 depending on experience

Only those selected for interviews will be contacted



Smoke Signals

Job Posting: Budtender

Job description

Our enthusiastic Budtenders are not only cannabis experts but also excel at connecting with customers, understanding their needs, and imparting their extensive product knowledge. Navigating a fast-paced work setting, they adapt and multitask with ease, employing excellent communication skills and a positive attitude to ensure our customers have a gratifying in-store journey. As champions of responsible consumption, we're here to expand and support our thriving cannabis community by providing top-notch cannabis products and personalized assistance for every unique customer requirement.

Joining our team means enjoying a competitive wage within an exhilarating and distinctive retail atmosphere. Rest assured; we'll provide comprehensive training tailored to this role. Together, we'll cultivate a positive, synergistic team dedicated to fostering a warm environment and delivering the ultimate customer experience.

As a budtender, you will possess:

- Extraordinary customer service skills
- Ability to proficiently address and resolve customer inquiries and concerns
- Ability to work well individually and as part of a team
- Ability to multi-task in an often VERY fast-paced environment
- Passionate knowledge of cannabis and willingness to expand that knowledge
- Customer service and attention to front of house always a priority
- Experience with counting till floats and closing cash-outs/balancing of POS
- An understanding of the retail cannabis regulations and enforcing policies
- Intimate product knowledge of an ever-changing variety of vendors and products
- Keeping the retail space clean and organized
- An understanding of inventory processes
- Pre-employment Criminal Record Check
- Desire and ability to develop a positive in-depth understanding of cannabis
- Previous experience in a similar scope of role with sales and customer service experience in retail or hospitality with extensive customer-facing interaction

- Ability to diplomatically and professionally always interact with customers
- Assist Store Manager(s)/Shift Supervisor(s) in reaching all store objectives daily
- Oversee all cash functions and perform all duties including opening and closing procedures.
- Consistently monitor and encourage team members to meet the companies service standards
- Proactive in solving customer concerns and escalations
- Committed to ensuring customer satisfaction
- Help promote a positive work environment and team morale
- Train new team members
- Engage with customers to understand their needs and educate them on responsible cannabis use
- Provide information based on ongoing learning and accurate product knowledge
- Convert customer needs into sales
- Cultivate, grow and retain customer base through an exemplary customer experience
- Comprehend, apply, follow and enforce guidelines as required by Smoke Signals
- Smoke Signals is open every day of the week and as a Budtender you will be expected to work evenings and weekends. You will also be standing for most of your shift behind the counter helping customers and stocking shelves.
- Drive sales and customer service excellence that is focused on educating customers on all cannabis products and accessories we carry
- Deliver a comfortable and professional shopping experience
- Ensure the proper execution of standard operating procedures
- Knowledge of each product within the complete range of new and current products available for purchase
- Use of a point of sale (POS) system in a retail setting
- Ensure the store is clean and organized
- Comply with the Smoke Signals' cannabis regulations
- Adhere to all policies and procedures to ensure the safety of self, team members and customers
- Diffuse difficult situations with customers as required
- Other duties as required

Qualifications & Experience:

Having prior experience in the cannabis industry is preferred and a valuable advantage. Additionally, any experience in the retail sector is also deemed as a significant merit.

Skills and Abilities:

Budtenders must demonstrate:

- Passion and knowledge in cannabis
- The ability to work in a fast-paced environment and problem solve on the fly

- Ability to understand and carry out oral and written instructions with attention to details and accuracy
- A high level of personal motivation and an ability to work independently and as a team member
- Flexibility in work habits and handling of dynamic situations
- Attention to detail in the workspace
- Working knowledge of POS systems, Word, and Excel

Personal Attributes:

Budtenders must demonstrate the following personal attributes.

- Strong interpersonal skills; calm, pleasant and helpful
- Strict adherence to confidentiality, privacy, and code of ethics practices and policies
- Respect and professionalism
- Cultural awareness and sensitivity
- Service orientation
- Personal organizational skills
- Punctual, trustworthy and reliable
- Criminal records check required

Job Types: Full-time, Part-time

Pay: \$18.00-\$23.00 per hour

Expected hours: 24 – 40 per week

Work Location: In person

Additional pay: Overtime pay

Benefits:

- Dental care
- Extended health care
- RRSP match
- Store discount
- Vision care

Schedule:

- Day shift
- Evening shift
- Monday to Friday
- Weekends as needed

Submit resumes to: **info@smokesignals.shop**



We Wai Kai Forestry LP
690 Headstart Cres.,
Campbell River, BC V9H 1P9

JOB POSTING OPERATIONS MANAGER We Wai Kai Forestry LP

We Wai Kai Forestry is seeking a highly qualified and experienced Operations Manager to join our team in Campbell River, BC.

The Operations Manager will be responsible for overseeing various aspects of our forestry operations, including managing the log brokering contractor, the engineering and tenure consulting contractor, and the logging and construction contractors. This position requires a hands-on individual with strong leadership skills, a deep understanding of forestry operations, and the ability to effectively manage multiple contractors and projects.

Key Responsibilities and duties

- Oversee and coordinate the activities of the log brokering contractor, engineering and tenure consulting contractor, and logging contractors to ensure compliance with company policies and industry regulations.
- Develop and maintain relationships with contractors, stakeholders, and regulatory agencies to support the successful execution of forestry operations.
- Monitor and analyze forestry operations to identify areas for improvement and implement strategies to enhance efficiency and productivity.
- Manage budgets, timelines, and resources effectively to ensure projects are completed on time and within budget. Work with operations accountants on contracts and rate negotiations, and review invoicing to ensure it meets the terms as such.
- Conduct regular site visits and inspections to assess contractor performance, safety practices, and environmental compliance.
- Collaborate with internal teams, including environmental specialists, procurement, and finance, to support overall company objectives.
- Keep abreast of industry trends, regulations, and best practices to drive innovation and continuous improvement in forestry operations.

Qualifications and skills

- Bachelor's degree in forestry, Natural Resources Management, or related field (advanced degree preferred).
- Minimum of 5 years of experience in forestry operations, including experience in managing contractors and projects.
- Strong knowledge of forestry practices, regulations, and environmental stewardship.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work independently, make decisions in a fast-paced environment, and prioritize tasks effectively.
- Proficiency in Microsoft Office and forestry management software.
- Valid driver's license and ability to travel to project sites as needed.
- Criminal records check



We Wai Kai Forestry LP
690 Headstart Cres.,
Campbell River, BC V9H 1P9

Please note that this position is not a remote work opportunity and requires the Operations Manager to be based in Campbell River, BC, to effectively oversee on-site operations and contractors. This role demands a dedicated and focused individual who can successfully manage multiple responsibilities in a dynamic work environment.

What We Wai Kai Forestry offers:

Benefits:

- A healthy extended benefit package
- A matched pension plan
- A variety of leaves
- Learning and Development Opportunities

Salary: \$160,000 - \$175,000 per year based on education and experience

Email resume to: careers@wewaikai.com

Closing date: until filled



We Wai Kai Nation
690 Headstart Crescent
Campbell River, BC V9H 1P9
250-914-1890

Job Posting

Casual Home Support Worker - Cape Mudge

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Responsibilities and Duties

Home Care Worker – Cape Mudge

- Light housekeeping
- Meal preparation
- Positive and respectful interactions with Elders

Preferred Qualifications & Experience – Previous related experience is preferred but not necessary.

- Strong work ethic
- Respectful towards, and an affinity for, Elders
- Able to complete job tasks independently
- Clean criminal record (you will be required to provide a criminal record check if hired)
- Reliable transportation as job requires visiting several homes
- Positive and respectful outlook towards job, other employees, and the Elders you will serve
- Understanding and appreciation of the cultural values of the Nation

Physical Requirements and Working Conditions:

This position requires the physical activities associated with housework and meal preparation.

Hours: Casual, potential to lead to full-time. The hours are between 8:30am-4:30pm Monday-Friday.

Note: The clients for this position all reside in Cape Mudge.

Hourly Rate: \$26/Hr.

How to apply:

Submit a resume to Michelle Billy:

Email: michelle.billy@wewaikai.com

Phone: 250-914-1890, ext. 106

Fax: 250-914-1891

In Person: 690 Head Start Cres. Campbell River, BC V9H 1P9

Closing Date: Open until filled



It's hiring season!

Know someone who'd be a great fit for our team?

We're looking for qualified candidates to fill a variety of positions both onboard our vessels and at our terminals all along the coast. Check out our referral tips on the intranet, and share postings with your friends, family and networks!

Send candidates to:

bcferries.com/careers

 **BC Ferries**



Securiguard

We make people
feel safe.



250.756.4452



#601 – 495 Dunsmuir Street, Nanaimo B.C. V9R 6B9



www.securiguard.com

Securiguard Security- Campbell River

Whether you're looking to start a new career in security services or you're a seasoned security professional, we invite you to explore a future with us.

Responsibilities

- Provide excellent customer service to both the client and site visitors
- Respond to incident/emergency situations and follow required protocols
- Coordinate with the police or emergency personnel when required
- Provide visual security presence.
- Detect and deter unauthorized persons
- Provide access control and ensure there is no unauthorized access to the site
- Patrol designated areas in an outdoor environment
- Conduct radio check ins, alarm response and security report writing duties
- Identify and report safety hazards
- Perform regularly scheduled site duties as required by client's Standard Operating Procedures (SOPs)
- Report Frequent shift activities and security breaches
- Submit a daily written report
- Maintain consistent records using company issued notebook
- Share and align with Securiguard's core Values - Respect, Empathy, Accountability, Courtesy & Honesty

Requirements

- Valid BC Security License
- Valid BC Drivers License
- Excellent customer service and communication
- Must be comfortable being able to work alone and in group settings
- Must be comfortable working 12 hour shifts

Employee Perks We Offer

- Paid Training
- Benefits (Conditions Apply)
- Discount Cineplex Movie Tickets, PNE tickets and much more!
- Recognition Programs & Events





Securiguard

We make people
feel safe.

250.756.4452

#601 – 495 Dunsmuir Street, Nanaimo B.C. V9R 6B9

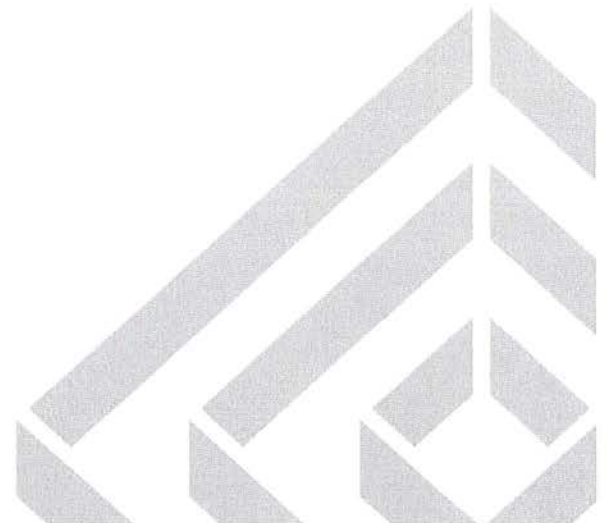
 www.securiguard.com

About Us

Securiguard Services Limited has been at the forefront of the asset protection arena for almost fifty years by being a leading-edge innovative security and safety solution provider. That is how it has become one of the largest and most trusted private security organizations in Canada. Securiguard has proven expertise in deploying security and safety personnel in a variety of industries including Corporate, Retail, Property Management, Industrial, Aviation, Marine, Government, Educational, and Industrial/Resource Projects and has the largest and highest accredited K9 detection and screening division in Canada.

With the ability to service clients across Canada including major centers, small towns, and remote locations by air, land, or sea their team of 4000+ strong security and safety professionals, make people feel safe by offering a comprehensive selection of safety and security services and solutions.

Securiguard is an equal opportunity employer, and we value the diversity of our staff. We are committed to building a facilitative environment of respect, inclusiveness, and career growth.



About the Ts̓akw̓a'łuta̓n Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Ts̓akw̓a'łuta̓n Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for **Accountant** based on **Quadra Island, BC**.

The Centre is a 40-bed adult treatment facility serving 300–350 clients annually. Reporting to the Executive Director (ED), the Accountant oversees all finance and accounting functions, including budgeting, financial reporting, analysis, and full-cycle bookkeeping with payroll. This role supports the ED in maintaining financial integrity and ensuring accurate and timely financial management to support the Centre's operations.

Your responsibilities include, but are not limited to:

- Ensures the timely completion of financial reporting deliverables to ED and the Nation including, monthly and annual reporting, preparation of the year-end package for audits, development and maintenance of the annual budget, and other third-party compliance reporting to funding agencies.
- Assists in the development of internal controls and other policies and procedures to ensure the integrity of financial reporting and operational performance.
- Works with the ED to prepare the annual operational and capital budgets.
- Coordinates and assists the ED in the sourcing, writing and submission of available grants.
- Monitors expenses and revenues to ensure conformance to the budget and communicates material variances to the ED and to the Nation if required.
- Assists the ED to prepare and present reports required by funding agencies and liaises with these funding agencies regarding funding and service inquiries.
- Manages full-cycle monthly bookkeeping for the Centre including managing the AR/AP functions, and bi-weekly payroll.
- Ensures client billing and funding allocations activities are performed on a timely and accurate basis.
- Coordinates with the ED and Nation to ensure the Nation is properly insured.
- Maintains a high-level of confidentiality and professionalism when interacting with clients and staff.
- Additional responsibilities as needed to support the team.

Competencies

- Communicates complex information in a simple and understandable format.
- Distinguishes between relevant and irrelevant information and exercises judgment to assist well-informed decisions.
- Prioritizes activities, monitors activities and establishes proper courses of action.
- Continuous improvement of operational and financial processes.
- Utilizes data to identify issues, highlight trends and identify areas of improvement.

Cultural Competency

- Respect and demonstrate Indigenous ways of knowing, being, and doing in all interactions.
- Support clients in participating in traditional healing practices and ceremonies.
- Learn ongoing ways of modelling cultural respect, relevance, reciprocity, and responsibility.
- Exhibit and practice cultural humility and reverence.

Team Collaboration

- Work effectively as part of a diverse team with clinical professionals.
- Participate in team meetings and contribute to care planning and review processes.
- Provide support and assistance to team members as needed.

About You

The ideal candidate should have a minimum of 5 years of experience in a similar role. Experience in addiction treatment, mental health, or related fields is highly desirable and will be considered a strong asset.

Additionally, the following skills and background will be highly valued:

- Understanding and respect for Indigenous cultures and traditions
- Ability to work well under pressure
- Strong interpersonal and communication skills
- Ability to work effectively both as part of a team and independently
- Basic knowledge of addiction and mental health issues

About the Benefits

This is a full-time, salaried position consisting of a schedule of 40 hours per week. Compensation, based on skills and experience, is a competitive annual salary of **\$70k – \$90k**, and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca by March 31, 2025.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

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

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.



About the Tsakwa'lutan Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for a full-time **Clinical Director** based on **Quadra Island, BC**.

Reporting to the Executive Director, the Clinical Director is required to prioritize and respond to the needs of the daily operations of Tsakwa'lutan Healing Centre in a professional and calm manner. This is a unique and impactful role that will allow you to make a significant difference in the field of addiction recovery. We are looking for a visionary leader who is passionate about creating transformative treatment programs and fostering a supportive community – your role will be pivotal in shaping the Centre and its operations from the ground up.

More specifically, your responsibilities include, but are not limited to:

Operational and Clinical Direction

- Provide operational and clinical direction and supervision of clinical staff for all aspects of treatment.
- Participate in direct clinical practice, when necessary, both in a supervisory role and as a direct practice clinician.
- Plan evidence-informed and culturally based treatment progression for all clients from the time they enter the Centre to the time we recommend discharge.
- Collaborate with traditional healers to integrate Indigenous practices into the treatment programs.

Staff Development and Team Leadership

- Manage the clinical team's performance effectively, including providing feedback, conducting reviews, and addressing corrective actions.
- Conduct training and onboarding for new staff, ensuring they are equipped to deliver high-quality care.
- Lead and manage the intake and clinical teams, providing supervision and support as needed.
- Develop and implement strategies for staff development, including ongoing training, mentorship, and career advancement opportunities.

Program Development and Quality Assurance

- Direct the development and evaluation of all phases of the treatment program based on best practice standards, quality indicators, and continuous quality improvement initiatives.
- Develop and implement clinical services, as well as functional and strategic planning for programming, in collaboration with the Executive Director, physician partners, and the interdisciplinary team.
- Implement and oversee a robust quality assurance program, including regular audits, client satisfaction surveys, and outcome measurement.
- Lead the design and implementation of new clinical programs and services that address emerging trends and needs in addiction treatment.

Stakeholder Engagement and Partnerships

- Establish and maintain relationships with key stakeholders, including government agencies, community organizations, and referral sources to ensure the Centre's services align with community needs and expectations.
- Represent the Centre in public forums, conferences, and other events to promote its mission and programs.
- Communicate and coordinate with the clinical team regarding bedding arrangements, including room changes, early departures, or extended treatments.

Financial Oversight and Resource Management

- Collaborate with the Executive Director and finance team to develop and manage the clinical department's budget, ensuring resources are allocated effectively and efficiently.
- Monitor expenses related to clinical operations and identify opportunities for cost-saving without compromising service quality.
- Oversee and manage the financial aspects of the client intake process, including payment arrangements and financial documentation.

Regulatory Compliance and Accreditation

- Ensure that the Centre's clinical operations comply with all relevant regulations, accreditation standards, and ethical guidelines.
- Lead the process of preparing for and maintaining accreditation with relevant bodies (e.g. CARF and provincial licensing agencies).

Crisis Management

- Respond to clinical and facility risks appropriately and ensure that risk management issues are addressed.
- Develop and implement crisis management protocols for the clinical team to ensure swift and effective responses to emergencies or unexpected situations.
- Provide leadership and support during crises, ensuring the safety and well-being of both clients and staff.

Cultural Competency and Client Advocacy

- Promote and integrate cultural competency within all clinical services, ensuring that programs are respectful and inclusive of the diverse cultural backgrounds of clients, particularly Indigenous traditions and practices.
- Collaborate with traditional healers.
- Advocate for clients and their families, ensuring their needs and concerns are addressed.
- Provide crisis intervention and support as needed during the intake process.
- Maintain a client-centered approach, respecting the dignity and confidentiality of all clients.

Administration and Communication

- Ensure program criteria, descriptions, goals / objectives, documentation, and communication components are established and maintained.
- Manage effective administration, including communication, delivery of program schedules and changes, development of staff training, and being available and accessible for clinical matters and staff member needs.
- Communicate with the Executive Director when external issues arise.

About You

To qualify, you will need a master's or doctorate degree in psychology, counselling, social work, or a related field and appropriate licensure and certifications relevant to the position. Experience within a substance use disorder treatment setting, with at least 3 years in a supervisory or leadership role, will also be essential.

Additionally, the following skills and background will be highly valued:

- Strong knowledge of evidence-based treatment modalities and best practices in substance use disorder and mental health treatment
- Experience in the fields of addiction, mental health, and trauma
- Demonstrated commitment to ethical practices and client confidentiality
- Excellent knowledge of the Mental Health Act and community mental health resources
- Experience in complex case management, working with people who are chemically dependent, or those who have other process or concurrent disorders
- Experience facilitating group therapy

As our ideal candidate, you are equipped with excellent communication, interpersonal, and organizational skills. You can effectively lead and motivate a diverse team of clinical professionals, leveraging your proven leadership and people management skills. You demonstrate the capacity to think and act with both strategic and tactical agility, guiding strategic operational changes with confidence. Additionally, you are adaptable and fluid, able to navigate and thrive in a dynamic and evolving environment.

About the Benefits

Compensation, based on skills and experience, is a competitive annual salary of **\$150k – \$170k**, and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Subsidized on-site housing
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We encourage applicants to submit applications as soon as possible as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry. Should the applicant be in recovery, it is required to identify your abstinence from mood-altering substances for two years at the time of application.

Columbia Hydro Constructors Ltd. (CHC)

Records & Information Management Assistant

Wage Range: As per collective agreement (\$22 - \$35 per hour depending on role and experience)

Location: Campbell River, BC

CHC is a wholly owned subsidiary of BC Hydro formed in 1962 that provides the qualified skilled trades workforce for generation facility projects in the Province of British Columbia named in a collective agreement between CHC and the Allied Hydro Council of British Columbia. CHC provides the labour resources in accordance with the terms and conditions of the collective agreement and provides other human resources and labour relations functions.

Duties and Qualifications:

- Responsible for maintaining information in accordance with business requirements.
- Under the direction of a manager or project team, performs a variety of research and documentation duties.
- Analyzes, assesses and verifies information for accuracy; issues classification numbers and maintains current version of classification systems. Monitors filing activity to ensure information is correctly indexed and filed; applies retention and scheduling information to records.
- Assesses customers' information management needs are met through the document and records management practices.
- Provides staff with guidance and ensures information management practices are followed.
- Researches, creates and maintains electronic records system information, including scanning and optical character recognition.
- Supports the collection, organization tracking and retrieval and image management of automated and non-automated documents.
- Acts as the "first-line" gatekeeper of electronic documents and records. Verifies information transitioned as a formal record is correct and in accordance with corporate guidelines.
- Performs a variety of website maintenance duties such as: writing, editing, updating, formatting and creates new and revises existing web pages and features.
- Ability to take meeting minutes and work collaboratively with project team members
- High School graduation supplemented with records management courses recognized by the

Association of Records Managers and Administrators.

- Experience with Aconex is an asset.
- Experience with personal computer, internet/intranet operation and providing customer service in a large complex organization is preferred.

The successful applicant will be required to work under the collective union agreement.

We will be accepting resumes up until Jan 10 2025; only those candidates to be interviewed will be contacted.

Job Type: Full-time

Pay: \$22.00-\$35.00 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: In person

Application deadline: 2025-04-16

Angela Russo (she/her) | Admin Clerk

Columbia Hydro Constructors Ltd. (CHC)

John Hart Seismic Project

900 Brewster Lake Road

Campbell River, BC

P 250-914-8812

M 250-287-6832

E angela.russo@bchydro.com

bchydro.com

Smart about power in all we do.

A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing RecruitmentHelp@bchydro.com, as adjustments can be made to help support you in your application process.

Application Support Spclst 1 (6 month FTT)

Number of positions: 1

Job Location: Edmonds C02

Employment type: Temporary

Region: Lower Mainland

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: \$ 64,100.00 - 69,200.00

Position Highlights

To provide first-level helpdesk support to users on the operation of an assigned IT application or applications that may be specific to Business Groups or functional groups across the organization. Participates in the end user level systems design, testing, and data quality processes.

What you'll do

- * Provides help desk support on the use of assigned IT application(s) and provides first-level troubleshooting by phone and email. Logs new application issues and user queries in the help desk management system. Tracks common issues and updates scripts and online help as required to build a knowledge base.
- * Monitors and ensures application performance, quality and other standards are maintained; contacts and/or refers second level problems to higher level technical staff.
- * Participates in the design and development process for new or revised systems and enhancements by performing duties such as: providing input on enhancement and change proposals; testing enhancements for functionality and operational efficiency and effectiveness; providing feedback and recommendations based on test results.
- * Performs a quality assurance process to correct data in system; reviews reported system errors and ensures the standards and the accuracy of information are maintained; follows up with data originators for further information or to provide technical advice and guidance.
- * Generates regular reports indicating the number of requests received for help desk and IT infrastructure support.
- * Carries out specific change management activities as assigned, such as identifying users of a particular system and the extent and nature of their usage.
- * Meets with outside agencies and BCH business units to gather information required to clarify their business requirements.
- * Attends various user group meetings to keep current on systems issues from both technical and system user perspectives.
- * Performs duties of a minor nature related to the above duties that do not affect the rating of the job.

What you bring

* Completion of a Diploma or Certificate from a technical institute with a minimum of two (2) years of experience working with a large scale and complex application specific to a Business Group or functional group across the organization, such as McLaren, DAD, PassPort, SAP, SAM, ADCS (Itron OCE), MDMS (Itron IEE), where experience in the following has been acquired: application troubleshooting and correction procedures; quality control procedures and standards; problem escalation procedures; application design and development process; user documentation; and application testing; or an equivalent combination of education, training and experience.

* Demonstrated proficiency with one or more computer applications assigned to the position (as determined by operational need), such as McLaren, DAD, Passport, SAP, SAM, ADCS (Itron OCE), MDMS (Itron IEE).

* Demonstrated capability to develop and maintain positive working relationships with peers, managers and external contacts.

* Requires a valid BC driver's licence or demonstrated ability to meet travel requirements independently.

* Satisfactory performance on this job may require completion of BC Hydro's Electrical Fundamentals within 12 months.

What we offer

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

For more information on the benefits we offer, visit bchydro.com/benefits.

PN 2020041

Location: Burnaby, BC, V3N 4X8 Canada

What else you should know

This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). <http://moveuptogether.ca>

* This is a 6 month FTT position.

* This is a hybrid position requiring two days in the office, Monday and Tuesday.

* This is an application support specialist position supporting the following applications: PassPort, Supply Chain Workspace, SAP SCM, SureSite, ServiceNow, and SAP Financials.

Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

Date Posted: 2025-03-31

Closing Date: 2025-04-07

For internal use 52128601

A workplace powered by you

Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

Apprentice Mechanic

Number of positions: 5

Job Location: Surrey Trades Training Centre

Employment type: Permanent

Region: Various

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Field

Hourly Rate: \$ 35.95

What you'll do

The successful candidate will:

- * Learn to install, maintain, overhaul and repair all types of mechanical equipment
- * Learn machining/millwright skills and the correct usage of materials, tools and equipment
- * Learn correct safety procedures and the operation/maintenance requirements for a wide variety of equipment such as generators, pumps, turbines, gates, cranes and valves
- * Work mostly at generating stations, sometimes outside in all types of weather
- * Enjoy the physical challenge of the job, climbing steel ladders and structures as well as handling tools, materials and equipment that can be heavy and bulky
- * Share the satisfaction of helping restore essential equipment to service.

What you bring

The successful candidate will have:

- * High School graduation with the following courses: English 12, Math 11 and Physics 11 or equivalent, or higher College or University level.
- * Certification of completion from a Trade Foundations course for Millwright, Machinist, or Fabricator will be accepted as equivalency for Math 11 and Physics 11.
- * Where equivalent or higher status is claimed, acceptable documentation must be provided by the applicant that will show equivalency or a higher level of courses taken. Either a letter from your place of education or your instructor indicating the course(s) and stating that the course(s) taken would be considered equivalent to or better than a Grade 12 level.
- * Valid class 5 BC driver's license or higher, or equivalent from other provinces with a clean driving record.
- * Physically capable of performing the work.
- * Applicants must be in good health, including normal colour vision and adequate hearing, vision and strength, and have a mechanical aptitude.

What we offer

THE BENEFITS Besides having an exciting, varied, and challenging career, you're paid while you learn and have an excellent benefit package. Apprentices earn 75% of the full trade rate with further increases during the apprenticeship. The starting apprentice rate is \$35.95 hour and the final Journeyman rate is \$47.93.

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

What else you should know

This position is affiliated with the international Brotherhood of Electrical Workers Union (IBEW local 258) www.ibew258.bc.ca

THE PROGRAM 48 months in length, consisting of on the job and in school technical training (seven weeks/year after entry level is complete). Upon successful completion of this apprenticeship program, graduates will receive a Machinist or Millwright TQ and will be expected to pass the Machinist or Millwright Interprovincial (IP).

THE LOCATION Mechanical work is done mostly at generating stations. Apprentices work throughout the BC Hydro generating stations and will be hired to various locations within BC. They are required to relocate to 3-4 different locations during the four year apprenticeship. The locations include Hudson's Hope (GM Shrum), Peace Canyon, Mica Creek, Revelstoke, Seven Mile and Campbell River and numerous other locations within BC. When you graduate, you can apply for available mechanical positions, which may be in any region of BC Hydro's operations. Graduated apprentices usually obtain jobs in places such as Mica, GM Shrum and Bridge River.

THE DEMANDS This trade will interest those who have exhibited a degree of "hands- on" skill, are physically fit and have normal colour vision. A high level of mechanical ability is required. At times, underground work in drainage galleries (similar to underground mines) is required. You should be comfortable working at various heights as well as in confined spaces. Please ensure you submit a complete and comprehensive application package, making sure to include:

- * Cover letter
- * Resume (include street address and mailing address (if different), email address and telephone contact numbers)
- * Proof of pre-requisite completion: copies of school transcripts from your educational institution confirming grade 12 graduation, including English 12, Physics 11, and Math 11 equivalency or better.
- * Electronic copies of official / unofficial school transcripts from any post-secondary institution (university, college or trade school) that you have attended, including ITA transcripts if applicable
- * Your driving record (i.e. ICBC Driver's Abstract - <https://www.icbc.com/driver-licensing/getting-licensed/Your-driving-record>)
- * Insurance Claims History Letter from ICBC

Completion of the Foundations program for Millwright/Machinists will be an asset.

Please attach all documents to your online application by the deadline date below. Your application package should include your resume and cover letter, driver's license, and any other relevant certifications. Incomplete or late applications cannot be processed.

BC Hydro conducts pre-placement medical checks of applicants entering certain positions to help safeguard BC Hydro's workplace. As part of the selection process, you may be required to demonstrate successful completion of a pre-placement medical check.

Please be advised that this role has been assessed as safety sensitive and pre-qualification alcohol and drug testing will be required as a pre-condition to employment.

Location: Surrey, BC, Canada V3W 3G2

#CPGN1

Date Posted: 2025-03-31

Closing Date: 2025-04-25

For internal use 52098954

A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing RecruitmentHelp@bchydro.com, as adjustments can be made to help support you in your application process.

Try A Trade Program Hire

Number of positions: 3

Job Location: Edmonds 10

Employment type: Temporary

Region: Various

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Field

Hourly Rate: \$ 24.88

What you'll do

Try A Trade Program

BC Hydro has an opportunity for Indigenous candidates (First Nations, Inuit, Metis) who want to increase their knowledge about BC Hydro's trades or technical careers. Our goal is to continue to strengthen our Indigenous employee workforce by creating meaningful opportunities that will help get you started.

We have a 8 week paid job-shadow program for Indigenous people (First Nations, Inuit, Metis) for summer 2025 who have a strong focus towards a trades or technical career at BC Hydro and want to know how to get started.

During week one, participants will focus on onboarding and mandatory safety training at the Trades Training Centre in Surrey. From weeks two to fifteen, participants will complete one or two job-shadow rotations with our operations crews to acquire an understanding of what it is like to work in the trades at BC Hydro. Where possible, candidate's home areas will be in close proximity to the available sites where job-shadow placements will be made, such as: Hudson's Hope / GM Shrum Generating Station, Prince George, Revelstoke Dam and Mica Creek (townsite), Vernon, Lower Mainland / Surrey.

An Indigenous Try-a-Trade Program participant will:

- * Make Safety your number one priority at all times.
- * Learn how to model BC Hydro's Values.
- * Read and prepare reports including daily activity logs.
- * Perform simple non-safety-sensitive tasks that will be assigned to you and monitored by a qualified Manager or Supervisor in a trades or technical environment.
- * Obtain exposure in BC Hydro Communications, Protection & Control (CPC) Technician Trade apprenticeship
- * Under the guidance of BC Hydro mentors, learn how one of BC Hydro's trades pre-apprentice, apprenticeship or technical training programs can start you on your career journey with us.
- * Be prepared to learn about the benefits of working within the IBEW 258 (International Brotherhood of Electrical Workers) Union.

What you bring

- * You have been accepted or are enrolled in the National Diploma Program in Electrical / Electronics Engineering Technology from an accredited institution, preferably with a Power and/or Communications option. Please check with your place of education if you are unsure if your diploma qualifies you for this position.
- * You have a High School Diploma with English 12, Math* 11 and Physics 11. Acceptable Math courses include*: Pre-Calculus, Principles, Applications/Foundations, Apprenticeship and Workplace Trades

* May have a combination of education and/or work experience, in a trades or technical-related field

* Physically capable of performing non-safety-sensitive work that may include tasks of a physically demanding nature from time to time.

What we offer

PROGRAM SCHEDULE

Week One:

Participants will work in indoor and outdoor classroom settings with computers.

* Candidates will also need to have the ability to:

- work on a computer
- live independently, if required, for the job placements learn and understand related safety regulations
- be professional with verbal and written communication skills
- and good with people.

Weeks two to 8:

* Depending on the rotations selected, candidates may:

- Spend time exposed to all weather conditions
- Spend the majority of the day on feet on rough terrain
- Work at different sites daily

Candidates should be able to demonstrate a strong interest in the trade team they are placed in.

Candidates who have accumulated some trades experience or are currently enrolled in a trades entry-level foundations or apprenticeship program are encouraged to apply.

These positions are also open to candidates who are looking to change careers towards a trade-related occupation.

For candidates who live in remote communities, it is considered an asset to have a valid clean ICBC Class 7N or 5 Driver's License in order to commute to and from work each day.

*This is a full-time temporary paid position for Summer 2025. Successful candidates will need to be available for the entire duration of the program.

*For the mandatory safety training in Surrey in weeks one, travel and accommodation costs will be covered and arranged by BC Hydro only for those participants who live outside the Lower Mainland.

* NOTE: Candidates who do not yet meet all the qualifications but intend to pursue completion for the pre-requisites for one of our Pre-Apprenticeship or Apprenticeship Programs (i.e. High School Graduation, GED or Adult Dogwood with: English 12, Math 12 and Physics 12), will be considered.

*For more information about our Try A Trade Program for Indigenous candidates, please visit our website: <https://www.bchydro.com/community/indigenous-relations/opportunities/individuals/skills-training.html>

*For more information about BC Hydro Apprenticeship and Technical Programs: <https://www.bchydro.com/toolbar/careers/apprenticeships-training.html>

*The Try A Trade program is governed MOU #20

Location: Surrey, British Columbia, Canada V3W 3G2

Location: Burnaby, British Columbia, Canada V3N 4X8

What else you should know

This position is affiliated with the international Brotherhood of Electrical Workers Union (IBEW local 258) www.ibew258.bc.ca

To be considered for the Try A Trade Program, the following documentation must be uploaded to your BC Hydro Careers Profile before the closing date:

* Declaration of Indigenous Affiliation (First Nation, Inuit or Metis community) - photocopies are acceptable.

* Completion of Step 7 inside your BC Hydro Career Profile

* Cover Letter AND Resume

* Copies of the following:

- Unofficial transcripts (High School/GED/upgrading)
- College/Technical School Acceptance letter

Safety/other training certificates

Apprenticeship transcripts or Trade Qualification (if applicable)

Date Posted:

31.03.2025

Closing Date:

28.04.2025