

# Job Postings

May 28, 2025





## **JOB POSTING WE WAI KAI NATION Campbell River, BC Executive Director**

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### **About us:**

Located in the scenic and serene oceanside area of Campbell River, 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.

We are proud of our very 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.

### **Position Summary:**

Reporting to Chief and Council the Executive Director (ED) will, overall, prioritize the social, physical, and mental wellbeing of our members. By leading a dynamic passionate team, the ED will ensure the office delivers all programs and services to meet the needs of the community efficiently and effectively. The ED will oversee all operations, ensuring activities encompass our culture and traditions, adhere to legislation, policies, practices, and procedures while fostering a progressive and sustainable community.

The Executive Director is responsible for managing all programs/departments, including education, lands, housing, social development, recreation and wellness, public works, capital infrastructure, enforcement, and administration. This role also serves as a liaison with government agencies, particularly Indigenous Services Canada, as well as private industry and community groups. The ED ensures responsible and ethical business conduct, maintains records, and collaborates closely with the Chief Financial Officer, the Director of Economic Development, and Chief & Council to establish strong relationships with external contacts and funding agencies.

### **About You:**

You are a visionary leader with a passion for driving positive change in the community. You are an experienced and dynamic manager who excels at leading teams, fostering innovation, and making a meaningful impact. You will leverage your exceptional business acumen, communication, and interpersonal skills to guide our organization toward an even brighter future.

### **Summary of Responsibilities:**

- **Strategic and Operational Band Management** - Leads the development of innovative strategic and operational plans under the guidance of Chief & Council, driving the organization towards a successful future.
- **Financial Operations Management** - Partners with the Chief Financial Officer to oversee and enhance all

financial operations of relevant departments, ensuring robust financial health and growth.

- **Program and Service Delivery Management** - Directs the delivery of high-quality programs in education, lands, housing, social development, recreation & wellness, public works, capital infrastructure, enforcement, and administration, fostering community wellbeing and progress.
- **Coordination of Community Development Activities** - Cultivates an inclusive, service-oriented relationship between the community and Nation administration, aiding in the creation, coordination, and implementation of the comprehensive community plan (CCP).
- **Chief & Council Support and Administration** - Ensures Chief & Council business is conducted with integrity and transparency, facilitating effective communication between Chief & Council and Nation Members, and clearly conveying Council decisions to the public.
- **Human Resource Management** -Fosters a positive and safe work environment that reflects the culture and values of the We Wai Kai Nation and the broader Ligwiłdaxw Peoples community.

## Qualifications and Experience:

- A post-secondary education in business, finance, Indigenous studies, or another related field is an asset.
- 5+ years of related experience, ideally in a senior management role for a First Nations organization, with responsibility for the following areas:
  - Financial management
  - Budgeting
  - Human resources management
  - Program management and delivery
  - Program evaluation
- Extensive knowledge of and experience with legislation, policies, and procedures relating to First Nations administration.
- Experience creating and implementing a wide range of policies and processes.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership and management skills.
- Strong financial acumen and operations management skills.
- Ability to maintain a high level of confidentiality and discretion on all matters.
- Ability to forge strong working relationships, both internal and with external stakeholders.
- Ability to manage conflict using sound judgement, compassion, and empathy.
- Effective written communications skills, including the ability to prepare reports, policies, and Chief & Council documents.
- Possesses a strong sense of cultural awareness and sensitivity.
- Demonstrated ability to display emotional resilience and the ability to withstand pressure on an ongoing basis.
- Ability to demonstrate a dedication to the role and to the We Wai Kai Community.
- A clear criminal record check and a valid driver's license are a condition of employment.

## What We Wai Kai offers:

### Benefits:

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

**Hours:** Full-time (35hours / week); Mondays to Fridays

**Salary:** \$130,000.00 to \$150,000.00 per year based on education and experience; this is a salaried position.

## **How to express interest:**

While we recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, preference will be provided to Indigenous applicants in accordance with section 41 of the BC Human Rights Code and section 16(1) of the Canadian Human Rights Act. Candidates of Indigenous background are encouraged to self-identify on their application.

Please apply by sending your resume and cover letter to the Personnel Committee at [careers@wewaikai.com](mailto:careers@wewaikai.com).

**Closing Date: June 6, 2025, by 5pm, PST**



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

## **Job Posting: Community Wellness Manager**

**Position:** Community Wellness Manager

**Reports To:** Executive Director

**Department:** Administration

**Location:** We Wai Kai Nation, Campbell River, British Columbia

**Job Type:** Full-Time

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### **Who We Are:**

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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.

### **Position Summary:**

The Wellness Manager is responsible for the planning, delivery, and management of community wellness and recreation programs for youth and elders. This position supervises wellness staff, manages the annual Community Wellness budget, oversees program safety, secures funding opportunities, tracks participation data, and develops initiatives to increase engagement. The Wellness Manager reports to [Supervisor Title] and ensures programs meet community needs while adhering to funding requirements and organizational policies.

### **Key Responsibilities for the Community Wellness Manager:**

- Develop and implement a range of recreational, fitness, educational, and wellness programs for youth and elders.
- Ensure a weekly event calendar is posted for all youth and elder events.
- Schedule seasonal activities, workshops, and community events.
- Monitor and evaluate program effectiveness and participation.
- Supervise Youth Workers, Elders Workers, and any casual staff or volunteers.
- Conduct regular staff meetings, training, and performance evaluations.
- Responsible for the recruitment and employee management processes.
- Support staff in following safety, program delivery, and administrative procedures.

- Enforce all health, safety, and risk management procedures for programs and events.
- Ensure staff are properly trained in emergency response and first aid.
- Maintain a safe and inclusive environment for all participants.
- Research and apply for external funding opportunities related to wellness and recreation.
- Prepare funding applications, manage grant deliverables, and submit reports as required.
- Develop and maintain the annual Community Wellness budget.
- Track participation rates and program outcomes.
- Analyze data to identify trends and opportunities for program improvement.
- Promote programs through newsletters, social media, and community events.
- Establish and maintain positive relationships with community members and service providers.
- Assists other departments with planning of community events and meetings, taking a leadership role in ensuring the Wellness team is participating in completing necessary tasks to hold a successful event.
- Completes and assigns to the team, other duties as assigned by the Executive Director.

**Qualifications & Experience:**

- Post-secondary education in Recreation Management, Community Services, Health Sciences, Social Work, or a related field would be an asset.
- Equivalent work experience will be considered.
- Minimum 3 years of experience in recreation coordination, community wellness, or a related management role.
- Experience supervising and leading a team.
- Strong grant writing, program reporting, and financial management skills.
- Good knowledge of federal and provincial programs supporting Indigenous communities is an asset.
- Ability to work effectively in a collaborative, team-based environment.
- Strong communication, leadership, and organizational skills.
- Ability to work independently and manage multiple priorities.
- First Aid/CPR certification (or willingness to obtain).
- Valid Class 5 Driver’s License and access to a reliable vehicle.
- Criminal Record Check with Vulnerable Sector Screening is required.
- Previous experience working with Indigenous communities or in a community services environment.
- Knowledge of recreation programming best practices for youth and elders.
- Advanced working knowledge of MSOffice Suite including but not limited to, Word, Excel, Outlook, PowerPoint virtual meeting platforms including Teams, Zoom, etc.
- Experience with program evaluation and community engagement.
- Strong interpersonal skills with the ability to build relationships and collaborate with staff, community members, leadership, and external partners
- Excellent written and verbal communication skills.

**Physical Requirements and Working Conditions**

- This position is normally scheduled to work Monday to Friday dayshift, 8:30-4:30pm with 1-hour unpaid lunch but will often require flexibility and additional time to deliver its supportive mandate.
- Works independently and collaboratively inclusive of regular supervision. Office environment with regular travel within the community.

- Some travel outside the community for meetings or training.
- Flexibility to work occasional evenings or weekends as program needs require.

#### **Compensation:**

- This position would be a salaried position within the following range - \$60,000 to \$85,000 based on education and experience.
- This position is not eligible for overtime pay as it is built within the salary considerations.
- The position, after probationary period is successfully completed, includes a comprehensive benefit and pension plan.

#### **Why Join Us?**

- Meaningful work supporting Indigenous governance and economic development.
- A collaborative and community-focused work environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.

#### **How to Apply:**

If you are interested in this opportunity, please submit your resume and cover letter to [careers@wewaikai.com](mailto:careers@wewaikai.com). The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

**We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.**



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

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## Job Posting

### Casual Home Support Worker - Cape Mudge

#### Who We Are

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#### 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](mailto: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**

# Ts a k w a ' l u t a n Healing Centre

## 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 integrates the strengths of Western medicine with traditional Indigenous healing practices, recognizing that true healing happens through connection to culture, community, land, and spirit.

## About the Opportunity

We have an exciting opportunity for **Cultural Support Workers** based on **Quadra Island, BC**.

Cultural Support Workers are part of the Client Support Team and play a vital role in offering clients direct cultural care, emotional support, and healing through land-based and traditional practices. This role involves regular weekday and weekend programming, including facilitating group-based cultural activities, leading ceremonies, and providing one-on-one cultural mentorship. We are hiring for a variety of shifts including days, evenings, and weekends, and are looking for those who are passionate about holding safe and culturally grounded space for others.

Cultural Support Workers report directly to the Clinical Lead and collaborate closely with the wider interdisciplinary team.

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

### Cultural Leadership and Programming

- Lead cultural activities and weekend programming (e.g., drum making, cedar weaving, forest walks, traditional teachings).
- Facilitate and support ceremonies such as smudging, brushing, river bathing.
- Offer one-on-one or small-group mentorship rooted in traditional knowledge.
- Integrate cultural practices into the daily rhythm of the Centre.

### Client Care and Support

- Assist with client orientation, intake, and discharge.
- Support clients in achieving personal, spiritual, and cultural healing goals.
- Monitor client's well-being and report concerns to the clinical team.
- Offer emotional and practical support to individuals at various stages of recovery.

### Safety and Communication

- Ensure the safety and security of all clients and the facility, including responding to incidents and emergencies as per protocols.
- Maintain accurate documentation in the database system.
- Participate in team meetings, daily handovers, and planning sessions.

### Team Collaboration

- Work closely with counsellors, nurses, and support staff as part of a unified care team.
- Support housekeeping and meal services when needed to maintain the overall healing environment.

## About You

You are someone who walks in both worlds – grounded in Indigenous culture and comfortable working within a team-based, clinical care setting. You are calm, respectful, creative, and deeply compassionate. Previous experience in a supportive role within addiction treatment, mental health settings, or related fields is highly valued.

### Qualifications and Attributes

- Deep knowledge and lived experience of Indigenous teachings, ceremony, and cultural practices.
- Experience working with people in recovery, in mental health settings, or in related fields.

Ts a k w a ' l u t a n  
Healing Centre

- Ability to work weekends and evenings as needed.
- Cultural humility and reverence in all interactions.
- Excellent communication and interpersonal skills.
- Current First Aid, CPR, and Naloxone certification (or willingness to obtain).
- Valid Class 5 or unrestricted Class 4 driver's license (or willingness to obtain).
- Criminal record check with vulnerable sector clearance required.

#### About the Benefits

A competitive hourly wage of **\$30.00 – \$35.00** and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Supportive team culture grounded in Indigenous values
- Pick-up and drop-off available from Campbell River ferry
- Beautiful oceanfront workplace on the unceded territory of the Laich-Kwil-Tach peoples

#### How to Apply

Interested candidates are invited to submit their application package to [info@healingcentre.ca](mailto: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.