

Job Postings

May 14, 2025



	JOB POSTING	Printed 05/01/25
	Business Entity - Accounting Supervisor Department: Economic Development Reports to: Economic Development CFO	Effective Date

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.

Position Overview

Under the direction of the Economic Development CFO, the Business Entity - Accounting Supervisor is responsible for assisting in managing the finance records and accounting duties of the We Wai Kai Nation businesses. The Accounting Supervisor is responsible for providing coverage during the absence of the bookkeepers, supporting cross-training initiatives and assisting the CFO with internal controls, process development, financial budgeting and reporting. The ideal candidate is an experienced accountant with a strong understanding of full-cycle bookkeeping and must be able to handle multiple tasks, maintain confidentiality and ensure financial accuracy. They must understand BC Provincial filing regulations and meet all reporting deadlines.

This job description provides a general overview of the duties and responsibilities of the Accounting Supervisor. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The Nation's policies and procedures further describe performance and behavioural expectations of all employees.

Key Responsibilities:

Bookkeeping Support & Coverage

- Provide backup and bookkeeping support for multiple business entities during staff absences (vacation, leave, etc.)
- Maintain accurate general ledgers, accounts payable, bank reconciliations, and payroll entries
- Ensure timely processing of invoices, payments, and month-end close activities
- Administer the Nation's Economic Development payroll and other Nation related accounting tasks

JOB POSTING: Business Entity Accounting Supervisor

Cross-Training & Capacity Building

- Collaborate with bookkeeping staff across entities to promote knowledge sharing and consistency in financial practices
- Provide mentorship, training, and support to bookkeeping team members
- Assists in on-boarding new entities under management
- Assists in improving business processes to reduce reporting timelines and mitigate risks
- Assist in standardizing financial procedures and workflows

Financial Reporting & Support to CFO

- Assist the CFO in preparing monthly, quarterly, and annual financial statements
- Assist the CFO in addressing budget variances and other financial inquiries
- Contribute to internal and external reporting, including funding agency requirements and audit preparation
- Support the CFO in developing presentation materials for Chief and Council, boards, and stakeholder meetings

Compliance & Internal Controls

- Ensure financial practices comply with organizational policies, GAAP, and relevant Indigenous Services Canada (ISC) reporting requirements
- Maintain proper documentation and audit-ready records
- Assist the CFO in managing and improving internal controls and operational efficiency
- Review and approve Business Entity expenditures.

Assets:

- Experience working with First Nation-owned entities or within a Band administration
- Knowledge of funding agreements, ISC reporting, and Indigenous financial management practices
- Understanding of Indigenous governance and community priorities in British Columbia
- CPA designation or progression in the CPA program considered an Asset.

Confidentiality

- Ensure all financial information, reports and documents are kept confidential and secure.
- Maintain strict adherence to confidentiality agreements, policies, and regulations related to financial and operational matters.
- Ensure compliance with privacy and data protection laws and WWK Nation policies.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

JOB POSTING: Business Entity Accounting Supervisor

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Chief and Council
- Director of Economic Development
- Economic Development CFO
- Business Operations Manager
- Economic Development EA
- Business Entity Managers
- Business Entity Bookkeepers

Qualifications:

- Diploma or degree in Accounting, Finance, or a related field (preferred)
- Minimum 5 years of full-cycle bookkeeping experience; preference for experience with Indigenous organizations or governments
- Proficiency in accounting software (e.g., Sage 300, QuickBooks, or Xero, Adagio)
- Strong understanding of Indigenous business structures and financial accountability
- Excellent organizational and communication skills
- Ability to manage competing priorities and adapt to dynamic environments
- High attention to detail, confidentiality, and integrity

Physical Requirements and 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, including overnight stays. Works independently and collaboratively inclusive of regular supervision.

Job Type:	Full-time
Pay:	\$63,000 to 73,000 per year
Schedule:	Monday to Friday, 8:30am to 4:30pm
Benefits:	Dental, medical, critical Illness
Pension:	Generous pension matching contributions of up to 9%.
Deadline:	May 25, 2025
Email:	Careers@wewaikai.com



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

Job Posting: Post Secondary -Summer Student Employment Opportunity

Position Title: Summer Administrative Assistant (2 Positions)

Location: We Wai Kai Nation Administration Office

Employment Term: June 2, 2025 – August 29, 2025

Hours: Full-Time (Monday–Friday, 8:30 AM – 4:30 PM)

Wage: TBD

The We Wai Kai Nation is seeking **two (2) post-secondary students** for summer employment at our Administration Office. These positions offer an excellent opportunity to gain hands-on experience in a professional office environment while supporting the operations of the Nation.

Eligibility Requirements:

- Must be a **returning post-secondary student** in Fall 2025
- Must be a **We Wai Kai Nation member**
- Must hold a **valid Class 5 driver's license**

Key Responsibilities:

- Filing, photocopying, scanning, and other general office tasks
- Document management using **Laserfiche**
- Answering phones and greeting visitors in a courteous and professional manner
- Assisting staff with daily administrative duties and projects
- Occasional delivery or pickup of documents and materials as required

Skills & Qualifications:

- Strong communication and interpersonal skills
- Organized and detail-oriented
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Ability to work independently and as part of a team
- Discretion and respect for confidentiality
- Previous office or administrative experience is an asset

To Apply:

Please submit your **cover letter and resume** by **Friday, May 23, 2025, at 4:00 PM** to:

✉ careers@wewaikai.com

Subject Line: Summer Student Application – [Your Name]

For more information about the position, contact **Rachel West** at

✉ rachelwest@wewaikai.com

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



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

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. 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

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



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.

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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

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



The SHELL gas station at Quinsam Crossing is looking to hire a **Full Time Shift Lead**. Owned and operated by We Wai Kai Nation, this location is a one stop shop for all your automotive needs and convenience essentials. From fueling your vehicle with gas, diesel, or propane to pampering it with a high-end car wash, we've got you covered. The convenience store has snacks and essentials which you might need for your trip, and an ATM. We are committed to providing top-class service and a seamless experience for our customers.

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We are currently seeking a Shift Leader to join our team. As a Shift Leader, you will play a key role in daily operations, ensuring that the station runs smoothly during your shift. You will supervise staff, assist with customer service, and help maintain store cleanliness and organization, while upholding Shell's standards and safety protocols.

Key responsibilities:

- Reporting to the Gas Station Manager will be responsible for the overall running of the station.
- Lead by example to provide top-notch customer service.
- Supervise and support team members during shifts.
- Open or close the store, following proper procedures.
- Handle cash, point-of-sale (POS) transactions, and daily reconciliations.
- Maintain a clean and organized store and forecourt.
- Monitor inventory and assist with restocking shelves.
- Ensure compliance with health, safety, and Shell brand standards.
- Resolve customer issues or escalate when necessary.
- Potential to grow to do data entry on day sheets on the weekend

Required skills and qualifications:

- Previous experience in retail, convenience store, or fuel station operations preferred.
- Leadership or supervisory experience is a strong asset.
- Excellent communication and organizational skills.
- Reliable, punctual, and self-motivated.
- Comfortable working in a fast-paced, team-oriented environment.
- Must be legally eligible to work in Canada.

This position is Full-Time, permanent. Shifts will vary likely Saturday and Sunday shifts will always be 11-7.

Hourly wage \$25 to start and possibility of increase when taking on more responsibilities

Benefits include:

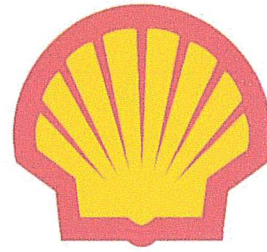
- Pension
- Extended health
- Extended dental
- Vision cover
- Disability insurance
- Paid and unpaid leaves
- Supportive and inclusive work culture

This position includes on-call responsibilities.

Ready to join a dynamic team at one of Campbell River's busiest stations?

Apply in person at Quinsam Shell Station or email your resume to crystal.king@quinsamshell.ca or Christine.rudiger@quinsamshell.ca

Posted till position is filled



Quinsam Shell job posting.

Service Champion

Quinsam Shell is seeking Service Champions to join our team. A Service Champion is required to run cash registers, stock shelves, basic janitorial duties, serving propane and bulk ice. Providing exceptional customer service with the ability to multitask with willingness to go above and beyond.

Required hours for Position

Full time and Part time positions available

Working flexible days of the week with 8 hour shifts

Additional hours maybe required, as needed

Expected for your application

You must have your own transportation and coming to work with a can-do attitude.

Wage; \$18.36 per hour with potential quarterly bonuses

Contact person for application

Please submit your resume to Christine.Rudiger@quinsamshell.ca or Crystal.king@quinsamshell.ca or fill out this form and return it in store.

Only successful applicants will be contacted

APPLICATION FOR EMPLOYMENT QUINSAM CROSSING SHELL

150 Brant Dr.
Campbell River, B.C.
V9H 1V8

First Name: _____ Middle Initial: _____ Last Name: _____
Street: _____ City: _____ Province _____ Postal Code _____
Phone #: _____ Cell #: _____ e-mail: _____

Position Applied For: _____

Days/Hours Available:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Education:

Name and Address of School – Degree/Diploma – Graduation Date:

Skills and Qualifications

Licenses,- Skills,- Training,- Awards

Employment History:

Present or Last Position:

Employer _____ Address _____ Supervisor _____ Title _____
Phone # _____ From _____ To _____

Responsibilities: _____

Reason for Leaving _____

Employer _____ Address _____ Supervisor _____ Title _____
Phone # _____ From _____ To _____

Responsibilities: _____

Reason for Leaving _____

Employer _____ Address _____ Supervisor _____
Title _____ Phone # _____ From _____ To _____

Responsibilities: _____

Leaving _____ Reason for

Reference:

Any other information: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date: _____

OPTIONAL INFORMATION:

(applicant may fill in at their own discretion)

Status: Yes or No

Date Of Birth: _____

Tsəkwa'lutaŋ Healing Centre

About the Tsəkwa'lutaŋ 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 Tsəkwa'lutaŋ 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.

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.



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**



EMPLOYMENT OPPORTUNITY

Assistant Guardian Manager

The Mamalilikulla First Nation seeks to hire an Assistant Guardian Manager with project management and field experience to provide oversight of the Mamalilikulla Guardian Program. With the new Mamalilikulla Guardian Program (2015) expanding and growing into new and exciting areas within Mamalilikulla territory, there is a need for an enthusiastic, dynamic, and capable assistant manager. The Assistant Guardian Manager will help deliver all Guardian Program initiatives and assist with planning and implementing projects that enhance terrestrial and marine resources and foster economic development and management.

Who Are We?

The Mamalilikulla are based on northern Vancouver Island, in the Queen Charlotte Strait region. Our people are now scattered all over Vancouver Island, western Canada, and the United States. Our administrative base is in Campbell River. The Mamalilikulla territories are situated in the mouth of Knights Inlet and the western section of the Broughton Archipelago, mainly on 'Mimkwamlis (Village Island).

Position Summary

This is a full-time position of approximately 40 hours per week. The Assistant Guardian Manager will complete work assignments that support the implementation and monitoring of the Mamalilikulla marine and terrestrial visions of the territory.

Job Responsibility & Duties:

- Work with Mamalilikulla Chief, Council, Guardian Manager and community to understand and formalize priority Guardian research and monitoring initiatives.
- Work with Mamalilikulla Chief and Guardian Manager to develop Guardian program workplan/budget. Make recommendations.
- Coordinate work schedules, regular staff meetings, training, safety and program logistic (i.e. equipment, travel, and maintenance).
- Develop and implement clearly written policies, procedures, and safety protocols, and ensure they are understood and followed. Seek training if required.
- Maintain a current safety training list for all Guardians. Document safety meetings.
- Knowledgeable of the Mamalilikulla territory. Gain familiarity by working with Guardian Manager and Guardian Coordinator.

- Crew boat operator and ensure crew is trained and comfortable in operations. Ensure crew boats are clean and well maintained.
- Maintain the field camp including repairs and cleanliness. Knowledgeable on float camp operations. Seek necessary qualified and certified trades personnel for repairs.
- Ensure all necessary supplies are purchased pre the beginning of a camp shift. Items such as but not limited to food, safety and field gear.
- Assist the Guardian Manager on program administration, including time/pay sheets, purchasing, and financial reporting.
- Work with Mamalilikulla Guardian crews and manager to implement monitoring activities and be out in the field to oversee initiatives.
- Build a trust-based relationship and empower Guardian crew members.
- Responsible for meeting all work goals and deliverables of the Nation and the agreed goals with Nanwakolas. Prepare and submit reports to meet the timelines.
- Monitor the IPCA and become familiar with strategic plans. Assist with stream and grizzly restoration projects.
- Work with Guardian Coordinator and partner organizations to complete key funding deliverables.
- Liaise with government, industry and tourism operators to establish solid working relationships. Identify key contacts.
- Develop monthly monitoring program reports as required.
- Participate in meetings and conference calls as requested.
- Prepare briefing notes as required/requested.
- Assist the Guardian Manager in establishing electronic data entry, data management and system maintenance procedures.
- Assist the Guardian Manager with completing and submitting applicable funding proposals. Complete funding activity reports.
- Related duties as required from time to time.

Qualifications, Experience & Skills

- Education in natural resource management and a minimum of 3 years of related work experience.
- Experience with study design, sampling, leading field teams, data collection and analysis.
- Familiarity with sampling protocols in marine and climate change indicators.
- Demonstrated successful project management experience.
- Willing to travel and work in remote locations for extended periods of time.
- Experience working on boats and adverse weather conditions.
- Excellent communication skills with the ability to take complex topics and explain them concisely to a non-technical audience.
- Respectful professional attitude. Ability to talk to others about standards and expectations.
- Demonstrated integrity and transparency.

- Extensive experience working with First Nations.
- Proficient at report writing.
- Experience working as part of multi-disciplinary teams, and with stakeholders, seen as a team player.
- Experience working collaboratively to achieve program goals on time and within budget.
- Ability to organize and manage own workload under a limited direction, adapting to changing priorities and competing demands. Make knowledgeable decisions.
- Ability to think creatively and be flexible.
- Computer skills in Outlook, SharePoint, MS Excel, Word, and PowerPoint are mandatory.
- Valid First Aid and SVOP.
- Valid Class five drivers' license.

If you believe that this position would be a good fit for you, please reply to this posting and submit a current resume and cover letter to the attention of Band Administrator at admin@mamalilikulla.ca, fax 250-287-4655 or mail to 168-1436 Island Highway, Campbell River, BC V9W 8C9. Closing date: May 15, 2025, 4:00pm.

Qualified Band members will be given priority.

We thank all interested applicants, but only qualified candidates will be contacted.