

JOB POSTINGS – AUGUST 20, 2025



	JOB POSTING
	Treaty & Communications Manager Department: Treaty & Communications Reports to: Executive Director

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

The Treaty and Communications Manager is responsible for overseeing all aspects of the Nation's treaty negotiations, implementation projects, and related governance initiatives. This position manages treaty funding agreements, including British Columbia Treaty Commission (BCTC) funding, and project-specific funding. The Treaty and Communications Manager provides leadership to the Communications & Outreach Worker and Research Centre Coordinator, ensures timely and effective public engagement, and approves payments to contractors in accordance with policy. The Manager has primary responsibility for communications with the membership. This role requires organizational oversight, relationship building with key stakeholders, and ensuring that the Nation's interests are advanced in all treaty-related activities.

Responsibilities:

Leadership & Supervision

- Supervise, mentor, and evaluate the Communications & Outreach Worker and Research Centre Coordinator
- Assign work priorities, provide guidance, and ensure performance objectives are met
- Promote a positive and collaborative team environment

Treaty Negotiations Support

- Provides administrative support to all treaty negotiations and implementation activities
- Oversee notetakings for all sessions and meetings, including a clear record of decisions, action items, and follow-ups

- Sets up and schedules all treaty and associated meetings (e.g., negotiation tables, working groups, prep sessions), including invitations, agendas, logistics, and materials
- Coordinates and participates in treaty negotiation sessions and working group meetings
- Tracks and reports on the progress of treaty-related initiatives to the Treaty team and Council

Financial Oversight

- Manage BCTC funding and other project-related budgets, such as Treaty Related Measures (TRMs) and other grant funding initiatives, in compliance with funding agreements
- Approve contractor invoices and payments within delegated financial authority
- Monitor expenditures to ensure fiscal accountability

Project Management

- Oversee treaty-related projects from initiation to completion, ensuring timelines and deliverables are met
- Develop project work plans, schedules, and reporting mechanisms
- Engage external consultants, legal advisors, and subject-matter experts as needed

Community Engagement & Communications

- Develop and implement a communication plan for the Nation, ensuring branding and consistency in all publications
- Works closely with the EA to Council and EA to Executive Director to develop information content for membership communications
- Oversee the Communications & Outreach Worker's document and media post development in all public information strategies
- Facilitate community information sessions, workshops, and updates on treaty progress
- Ensure culturally appropriate, clear, and transparent communications
- Prepare handouts, documents, and speaking notes for negotiating team, staff and Chief and Council for quarterly community meetings and the Annual General Meeting (AGM)
- Develop and maintain a communication plan and schedule for community updates
- Ensure that social media and websites are appropriately updated with treaty-related and Nation information

Research & Information Management

- Guide the Research Centre Coordinator in managing research, records, and historical documentation relevant to treaty negotiations
- Ensure information is well-organized, accessible, and secure
- Oversee document and data maintenance of all treaty materials, ensuring safe and confidential management of all treaty-related data

Liaison & Representation

- Support the Treaty Team in meetings with the BCTC, federal and provincial governments, and other stakeholders
- Maintain strong working relationships with partner organizations, advisory bodies, and community representatives

General Administration

- Ensure treaty achieve annual goals
- Oversees all aspects of treaty operations and administration and ensures Implementation of policies and procedures
- Ensures all deliverables required for all funding sources are complete and on schedule

Qualifications

- Post-secondary degree in Indigenous Studies, Public Administration, Political Science, Law, or related field; equivalent experience may be considered
- Minimum 5 years' experience in project management, governance, or treaty negotiations, preferably in a First Nation context
- Understanding of First Nations culture and political environment
- Understanding of federal funding agreements and reporting requirements
- Superior planning, organizing and project management skills
- Effective written and verbal communication skills
- Experience managing staff and supervising multiple projects
- Strong knowledge of the BC Treaty Process and Indigenous rights
- Budget management and financial oversight experience
- Excellent communication, negotiation, and leadership skills

Salary & Benefits

- \$75,000 - \$95,000 per year
- Dental, medical, critical illness
- Generous pension matching contributions of up to 9%

How to Apply:

Email: careers@wewaikai.com

Application Deadline: Open until filled

We Wai Kai Nation is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. We strongly encourage applications from Indigenous candidates and other underrepresented groups.

	JOB POSTING
	Senior Accountant Department: WWKN Finance Reports to: CFO

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Position Overview

We Wai Kai Nation is currently seeking a Senior Accountant to support the Finance Department. Reporting to the Nation CFO, this role is responsible for assisting in managing the day-to-day operations of the We Wai Kai Nation. The Senior Accountant is responsible for providing coverage during the absence of other Finance staff, supporting cross-training initiatives, and assisting the CFO with internal controls, process development, financial budgeting, and reporting. The successful candidate is an experienced accountant with a strong understanding of fund accounting and must be able to handle multiple tasks, maintain confidentiality, and ensure financial accuracy.

Key Responsibilities:

Financial Reporting & Support

- Assist the CFO in preparing monthly, quarterly, and annual financial statements
- Assist the CFO in preparing and monitoring the monthly and quarterly budget cycle
- Contribute to internal and external reporting, including 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, PSAS
- 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

Job Duties

- Perform daily, weekly, and monthly reconciliation of bank and credit card statements
- Maintenance of working papers to ensure accuracy of account balances and investigate discrepancies
- Maintain the Fixed Asset Continuity Schedule for the Nation
- Provide support and backup for Accounts Payable, Accounts Receivable, and Payroll during staff absences (vacation, leave, etc.)
- Ensure timely processing of month-end close activities and transactions

Cross-Training & Capacity Building

- Provide mentorship, training, and support to team members
- Assists in improving business processes to reduce reporting timelines and mitigate risks
- Assist in standardizing financial procedures and workflows

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.

Qualifications:

- Diploma or degree in Accounting, Finance, or a related field (preferred)
- CPA designation or progression in the CPA program
- Minimum 5 years of full-cycle bookkeeping experience; preference for experience with Indigenous organizations or governments
- Proficiency in accounting software (e.g. Adagio, Sage Intacct)
- 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
- Solid understanding of BC Provincial filing requirements

Additional Considerations:

- Knowledge of funding agreements and Indigenous financial management practices
- Experience working with First Nation-owned entities or within a Band administration
- Understanding of Indigenous governance and community priorities in British Columbia

Working Conditions

This role is based on a Monday to Friday schedule, but flexibility and occasional overnight travel may be required. You will work both independently and as part of a collaborative team, with regular supervision and communication across departments and leadership.

Job Type: Full-time

Pay: \$43.95 - \$46.70

Schedule: Monday to Friday, 8:30am to 4:30pm

Benefits: Dental, medical, critical illness

Pension: Generous pension matching contributions of up to 9%.

How to Apply: To apply, please submit your resume and cover letter directly to careers@wewaikai.com.

Deadline: Open 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

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Responsibilities and Duties

Home Care Worker – Cape Mudge

- Light housekeeping services in client homes
- Meal preparation
- Foster positive and respectful interactions with Elders

Preferred Qualifications & Experience

- Strong work ethic
- Respectful and compassionate toward Elders
- Able to work independently and manage time effectively
- Has reliable transportation as the role requires visiting several homes
- Maintains a positive and professional attitude with clients and coworkers
- Understands and appreciates the cultural values of the Nation

Physical Requirements and Working Conditions:

This position requires physical activities associated with housework and meal preparation. You will be required to provide a criminal record check if you are hired. The clients for this position all reside in Cape Mudge.

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

Hourly Rate: \$26/hr

How to apply: Submit a resume and cover letter to careers@wewaikai.com

Closing Date: Open until filled



SASAMANS SOCIETY

We Wai Kai Designated Band Representative JOB POSTING

Sasamans Society is seeking a dedicated and knowledgeable **Designated Band Representative** to provide full-time support services for **We Wai Kai First (WWK) Nation** band members involved with child welfare matters. This role ensures that WWK members are represented in all interactions with the Ministry of Children and Family Development (MCFD), Delegated Aboriginal Agencies (DAAs), and other child welfare authorities, with a focus on protecting the rights, culture, and well-being of WWK children and families.

Key Responsibilities:

- Represent WWK in child protection matters and court proceedings.
- Respond promptly to all child welfare notifications.
- Provide guidance and advocacy for families navigating the child protection and family court systems.
- Collaborate with MCFD, DAAs, legal counsel, and other service providers.
- Create and monitor culturally appropriate plans of care.
- Ensure that WWK children's connections to culture, family, and community are respected and upheld.
- Maintain accurate documentation, case files, and reports.

Position Competencies:

- Preference will be given to individual with a Social Work degree and registered/or eligible to be registered with the BC College of Social Workers (BCCSW).
- Must have a minimum of 2 years of experience in Social Services, preferably in a First Nations community.
- Experience working with MCFD, DAAs, or Indigenous child and family service organizations.
- Must have in-depth knowledge of the Child, Family and Community Services Act (CFCSA) or the ability to develop an understanding of this legislation quickly.
- Strong understanding of Indigenous culture, customary care practices, and the impact of colonization.
- Excellent advocacy, communication, negotiation, and case management skills.
- Ability to interpret child welfare legislation, legal documents and present in court settings.
- Valid driver's license, reliable vehicle, and clean driver's abstract.
- Successful completion of a Vulnerable Sector Criminal Record Check.
- Strong computer and administrative skills.
- Ability to manage multiple cases and meet legal deadlines.
- Preference will be given to WWK Nation members.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.

Salary: \$30-\$32 p/h

Please send **Cover Letter** and **Resume** to:

Lori Bull, Executive Director

680 Head Start Crescent, Campbell River, B.C. V9H 1P9

Or email: lorib@sasamans.ca

Job Posting 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. Aiming for shifts to be Wednesday to Friday 3-11
Saturday Sunday 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.



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 for call in, 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