



WE ARE HIRING !

JOB POSTINGS




EC. DEV. PROPERTY MANAGER

ECE SUBSTITUTE

VARIOUS POSITIONS AT LFLP



	JOB POSTING	
	Economic Development Property Manager Department: Economic Development Reports to: Director of Economic Development	

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

Reporting to the Director of Economic Development, the Economic Development Property Manager is responsible for managing the Nation's commercial and economic development assets, leases, and tenant relationships. This position oversees property and lease administration, ensures the efficient operation and maintenance of Nation-owned economic properties, and supports long-term revenue generation through strategic planning and management.

The incumbent will play a key role in administering and managing leasing agreements, maintaining strong relationships with tenants and partners, and supporting the Nation's economic development goals through proactive asset optimization and financial accountability.

This job description provides a general overview of the duties and responsibilities of the Economic Development Property Manager. In addition, the Nation's policies and procedures further describe performance and behavioural expectations of all employees.

Responsibilities

- Oversee the day-to-day management of Nation-owned commercial and economic development properties, ensuring they are maintained to a high standard.
- Administer lease agreements with tenants, businesses, and external organizations.
- Maintain accurate and up-to-date lease, tenant, and property records, including renewal dates and maintenance schedules.
- Support the Director of Economic Development and Economic Development CFO in the preparation and management of the annual budget.
- Monitor lease revenues, expenditures, and property performance; prepare regular reports and forecasts for the Economic Development Committee and Council.
- Coordinate and oversee property inspections, maintenance, and improvements in collaboration with contractors and service providers.

- Assist in developing policies and procedures for property and asset management that align with Nation goals, community values, and sustainability principles.
- Collaborate with the Nation's Finance Department to ensure timely invoicing, rent collection, and financial reporting for all leases and property-related activities; including triple net allocations and related billing
- Coordinate maintenance contracts including janitorial, building systems including HVAC, plumbing, elevators, information technology as well as regulatory items such as fire safety inspections.
- Foster positive relationships with tenants, addressing inquiries, issues, and disputes professionally and promptly.
- Work closely with the Communications Coordinator to promote available leasing opportunities and highlight Nation-owned business properties.
- Maintain confidentiality and adhere to Nation privacy policies at all times.
- Perform other duties as assigned.

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.

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

- Director of Economic Development
- Tenants and business partners
- Contractors, suppliers, and property service providers
- Funding agencies and external organizations
- Internal departments (Finance, Administration, Public Works)

Preferred and Required Qualifications & Experience

[Some required qualifications may be achieved on-the-job]

- University degree or diploma in business administration, real estate, property management, or a related discipline.
- Minimum five years of experience in leasing, asset management, property administration, or economic development.
- Strong knowledge of property management principles, lease negotiation, and asset maintenance planning.
- Proven experience in budget development, financial reporting, and contract management.
- Working knowledge of community and Indigenous economic development principles.
- Experience negotiating agreements and partnerships with external stakeholders, including government and Indigenous organizations.

- Excellent communication, interpersonal, and relationship management skills.
- Strong organizational and problem-solving abilities with high attention to detail.
- Advanced proficiency in Microsoft Office Suite and property management software.
- Valid Class 5 BC Driver's License and access to a reliable, insured vehicle.
- Clean criminal record check (relevant to the position).
- Previous experience working for or with an Indigenous government or organization is an asset.

Personal Attributes

The ideal candidate will:

- Demonstrate sound judgment, integrity, and professionalism in all business dealings.
- Possess strong leadership, analytical, and negotiation skills.
- Be able to balance multiple priorities and deadlines in a dynamic environment.
- Maintain a positive and respectful attitude toward tenants, partners, and colleagues.
- Exhibit flexibility, initiative, and a commitment to continuous improvement.
- Be community-minded and aligned with the Nation's economic, cultural, and environmental values.

Physical Requirements and Working Conditions

This position is based at the We Wai Kai Nation office and involves regular site visits to Nation-owned properties. The role typically follows a Monday to Friday daytime schedule but may require occasional evening or weekend work.

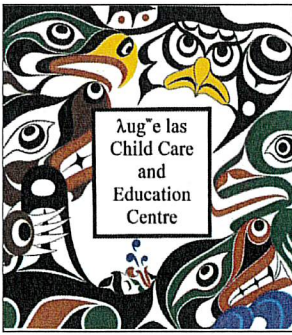
Compensation:

- An annual salary of \$70,000 to \$85,000 depending on experience and qualifications.
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

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.



JOB POSTING

Early Childhood Educator Substitute

Department: Education
Reports to: Daycare Manager

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The licensed early years program cares for children aged 6 months to 10 years. Programming includes an Infant and Toddler program, Head Start Preschool, and 3-5 group childcare. We develop and deliver programs that are age and culturally relevant to our members with the goal of supporting our families and community.

Responsibilities:

- Ensure a nurturing environment that is healthy, secure, compassionate, safe, and engaging, for all children
- Supervise children during daily activities, including meals, and peer interactions
- De-escalate situations and mediate conflicts in a respectful and developmentally appropriate manner
- Plan, implement and evaluate age-appropriate activities and programming that supports children's learning and development
- Assist with general classroom and program operations such as transitions, light custodial duties, food preparation, and programming.

Qualifications

- Valid Early Childhood Educator (ECE) or Early Childhood Assistant (ECA) license to practice in British Columbia
- Valid First-Aid certificate, or willingness to obtain
- Successful completion of a pre-employment Criminal Record Check
- Strong communication and interpersonal skills
- Previous experience working in an early learning environment
- Demonstrated ability and willingness to work as part of a team
- Ability to build and maintain positive, respectful relationships with children and families
- Strong organizational skills and ability to multitask effectively

- High level of discretion and commitment to confidentiality when working with vulnerable populations

Job Type: Casual

Wages:

Title	Description	Hourly Wage	Wage with CCOF wage enhancements
ECA	Early Childhood Assistant	\$20.50	-
ECE	Early Childhood Educator	-	\$28.50
ECE IT	Early Childhood Educator with Infant/Toddler	-	\$30.50

Why should you work for us?

- Competitive wages
- Paid sick days – above the government mandated amount
- Professional development allowance and paid First Aid and Food Safe courses

To apply, please submit your resume and cover letter to childcarecentre@wewaikai.com. This position will remain posted until 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.



JOB POSTING

Laichwiltach Family Life Society has an opening for an **AHS Coordinator** for our Aboriginal Head Start Program Pre-school Readiness in Campbell River

Position Summary:

The Aboriginal Head Start (AHS) Coordinator is responsible for overseeing the planning, implementation, and evaluation of culturally appropriate early childhood education programs for Indigenous children and families. The role ensures that programming reflects the values, traditions, and languages of First Nations, Inuit, and Métis communities.

Qualifications, Skills and Experience:

- Diploma or Degree in Early Childhood Education, Administration skills
- Experience working with Indigenous children, families, and communities.
- Knowledge of Indigenous cultures, languages, and traditions.
- Strong leadership skills, communication (both written and oral) and organizational skills,
- Ability to work collaboratively with diverse stakeholders.
- First Aid and CPR certification, valid drivers license
- Criminal record check and vulnerable sector screening.
- Excellent problem-solving skills. Supervision of staff in program
- Ability to work in team environment and with families
- Maintain professional standards of practice

Salary: \$38 per hour

Hours: 35hrs per week

Deadline to submit resume: March 20th 2026

Start date: TBD- April

Interested people: Please submit a resume and cover letter along with 2 letters of reference.

Drop off to: Laichwiltach Family Life Society mail; 441-4th Avenue, Campbell River, BC V9W 3W7
or **Email:** executivedirector@lfls.ca

Attention: Audrey Wilson

Only those short listed will be contacted for interview.



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JOB POSTING

Laichwiltach Family Life Society has an opening for an Aboriginal Infant Development Consultant in the Campbell River area.

Qualifications:

Education in **Infant Development, Early Childhood Education (ECE), Child and Youth Care (CYC)**, or a related field.

Skills, Abilities & Experience

- Minimum of 2 years' experience working in ECE or Infant Development Programs
- Experience working with Indigenous communities and knowledge of Trauma informed practices.
- ASQ training an asset
- Strong communication skills, both written and oral
- Maintains professional standards of practice
- Ability to work in a team environment and with families, and work independently
- Cultural Sensitivity to children's and family needs
- Knowledge of group processes and facilitation techniques
- First aide certification/CPR, Food Safe
- Valid driver's license and own vehicle

Salary: \$35.00

Hours per week: 35 hrs.

Deadline to submit resume: March 20th 2026

Start Date: TBD

Please submit a resume and cover letter along with 2 letters of reference.

Drop off, mail 441-4th Avenue, Campbell River, BC or Email: executivedirector@lfls.ca

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Job Posting - ASLP

Laichwiltach Family Life Society (LFLS) has an opening for a pediatric *Speech/Language Pathologist* within our Indigenous Early Intervention (0-6 Years) Program in the Campbell River area. This team provides culturally sensitive, meaningful services to young children and their families prior to kindergarten entry. The 0-6 Program is based out of a publicly funded, non-profit community service hub that celebrates and envisions a thriving, proud, respectful, and inclusive community.

Education:

- Master's degree in Speech-Language Pathology

Requirements:

- Experience working with young children and their families is an asset
New graduates are welcome to apply
- Cultural sensitivity to children's and family's needs
- Desire to work within a multi-disciplinary, collaborative, family-centered early intervention team
- Eligibility for registration with the College of Speech and Hearing Health Professionals of BC (CSHBC)
- Criminal record check
- First aid certification (in-house training is available)
- Valid driver's license and reliable vehicle

Benefits:

- Manageable caseload size
- Unique, culturally rich experiences through Indigenous trainings and gatherings hosted by LFLS
- Paid travel to the traditional territories of the We Wai Kai, Wei Wai Kum, Klahoose, and Mowachaht Muchalaht First Nations
- Paid time off, including professional development.
- Generous materials and educational budgets
- Extended health benefits, including health, dental, and critical illness.
- Eligibility for the BC Loan Forgiveness Program (<https://studentaidbc.ca>)
- Membership fees cover up to \$750 per year.

Salary: \$48-\$50

Hours per week: 28 – 35 hrs per week

Deadline March 20th 2026, or Until position is filled

Start Date: TBD.

Interested applicants: Please submit resumé, cover letter, and two references.

Drop off, mail (441-4th Avenue, Campbell River, BC V9W 3W7), or Email executivedirector@lfls.ca

Attention: Audrey Wilson

Only those short listed will be contacted for interview.



JOB POSTING

Laichwiltach Family Life Society has an opening for an Indigenous Addictions Counselor/Mental Health Counselor in the Campbell River area.

Education:

Counseling certificate from a recognized College or Training Institute

Skills, Abilities & Experience

- Provide one/one counseling in addictions
- Minimum of 2 years' experience working in addictions counseling
- Certified Alcohol and Drug Counselor (I.C.A.D.C.)
- A sound knowledge of various therapeutic addiction counseling theories and practices
- Clinical evaluation of alcohol and drug issues, treatment planning, education, and prevention
- Communication skills, both written and oral, computer skills
- Maintains professional and ethical standards of practice, strong morals with a commitment to privacy
- Self-motivated, self-reliant, and flexible
- Ability to work in team environment in agency and community.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills.
- Knowledge of Mental Health Act, the Child, and Family Service Act
- Politically and culturally sensitive
- Valid driver's license, own vehicle

Wage: \$32.-\$35

Hours per week: 28 hrs. per week)

Deadline to submit resume: March 27th, 2026,

Start date: TBD

Interested people: Please submit resume and cover letter along with 2 letters of reference.

Drop off, mail 441-4th Avenue, Campbell River, BC or email to: executivedirector@lfls.ca

Attention: Audrey Wilson

Only those short listed will be contacted for interview



JOB POSTING

Laichwiltach Family Life Society has an opening for a Child & Youth Counselor in the Campbell River area. (Maternity filled position to April 2027)

Education:

Counseling certificate from a recognized College or University, CYC or other related training courses.

Skills, Abilities & Experience

- Provide one/one counseling in variety of areas (addictions, suicide, trauma)
- Minimum of 2 years' experience working with families
- Mediation skills as an asset
- Experience in working with families
- Communication skills, both written and oral
- Maintains professional standards of practise
- Ability to work in team environment
- Valid driver's license, own vehicle
- Current Criminal record check

Salary: \$30 per hour

Hours per week: 4 days per week (28hrs)

Deadline to submit resume: April 20th 2026

Start date: TBD

Interested people: Please submit resume and cover letter along with 2 letters of reference.

Drop off, mail 441-4th Avenue, Campbell River, BC Laichwiltach Family Life Society
Email: executivedirector@lfls.ca

Attention: Audrey Wilson

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