



APRIL 15, 2026




**OPEN POSITIONS:**

Ec Dev Property Manager

Fortis BC Distribution Assistant

Maichwiltach Child And Youth Councilor



	<b>JOB POSTING</b>	
	<b>Economic Development Property Manager</b> 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](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.**



## Careers at FortisBC

<https://careers.fortisbc.com/job/Victoria-Distribution-Assistant-BC/600785317/>

Distribution Assistant

**Location:**

Victoria, BC, CA

Branch: Gas

Affiliation: IBEW

Employment Status: Full-Time Regular

Salary: \$33.79 Hourly

Short-term Incentive Eligible: Yes

Workplace Flexibility: No

Posting End Date: Open until filled

As the province's largest energy provider with more than 100 years of knowledge and experience, we proudly deliver renewable energy, natural gas, electricity and propane to 1.3 million customers.

We're actively seeking new talent to join our mission of delivering a stronger energy future in B.C. As one of [BC's Top Employers](#) with a diverse team of over 2,800 employees, we are committed to a safe and inclusive culture where each of us can connect, belong, and grow. Join us, and together, let's shape a brighter future for B.C.

Position Overview

Our success relies on having highly skilled field operators, so we have developed a training program that's one of the best in the industry. The Distribution Assistant will learn to use the tools and procedures required for the construction, maintenance and operation of the Gas Distribution system. You will assist in the installation of distribution pipes, fittings and related components and in carrying out repairs and alterations to existing mains and services.

You will learn welding and pipefitting skills, and will also be trained in safety, customer service and software applications. You will receive hands-on experience and coaching through classroom and on-the-job training to prepare you for advancement.

This position will have 3 automatic pay increases:

- Starting rate: \$32.49
- After 12 months: \$40.55
- After 24 months: \$45.95

Requirements

- High school/Grade 12 graduation/GED (education will be verified)
- Valid BC driver's license with safe driving record – minimum Class 5 required. Class 1 or 3 with air endorsement preferred

7. I/We acknowledge and agree that revocation or termination of this authorization does not absolve me/us from any liabilities owing to WorkSafeBC or terminate any obligations that exist between me/us and WorkSafeBC. This authorization only applies to the method of payment and does not otherwise have any bearing on the requirements of me/us as an employer under the *Workers Compensation Act*.

8. I/We acknowledge and agree that provision and delivery of this authorization to WorkSafeBC constitutes delivery by me/us to WorkSafeBC and to the financial institution.

9. I/We acknowledge and agree that the financial institution is not required to verify that a PAD has been issued in accordance with the particulars of this authorization including but not limited to the amount of the PAD.

10. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.payments.ca](http://www.payments.ca).

11. I/We acknowledge and agree that this PAD agreement will be governed by and construed in accordance with the laws of the Province of British Columbia, and each of the parties irrevocably attorns to the exclusive jurisdiction of the courts of British Columbia in regard to any and all disputes subject to court process arising out of or in connection with this PAD agreement.

12. WorkSafeBC collects the personal information on this form in accordance with section 26 of British Columbia's *Freedom of Information and Protection of Privacy Act* and will use the information to establish pre-authorized payments on my/our account and, if applicable, to send me/us email reminders about my/our account. If I/we have any questions about the collection or use of your personal information, I/we may contact the FIPP Office at [FIPP@worksafebc.com](mailto:FIPP@worksafebc.com).

Workers' Compensation Board  
ATTENTION: Assessments Department  
6951 Westminster Hwy, Richmond, BC V7C 1C6  
Telephone: 604.244.6181  
Fax: 604.244.6490



## 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 20<sup>th</sup> 2026

**Start date:** TBD

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

Drop off, mail 441-4<sup>th</sup> Avenue, Campbell River, BC Laichwiltach Family Life Society  
Email: [executivedirector@lfls.ca](mailto:executivedirector@lfls.ca)

**Attention: Audrey Wilson**

**Only those short listed will be contacted for interview**