

	JOB POSTING
	<p>Director of Community Services Department: Administration Reports to: Executive Director</p>

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:

We Wai Kai Nation is seeking a collaborative and strategic leader to join our team as Director of Community Services. This senior leadership role is responsible for overseeing community service operations and supporting the Nation’s vision for healthy, connected, and culturally grounded community well-being.

Reporting to the Executive Director, the Director of Community Services provides high-level leadership and oversight to the Community Wellness and Social Development departments. The role focuses on strategic direction, operational oversight, budget accountability, program effectiveness, and alignment with Council priorities, while empowering managers and frontline staff to lead day-to-day program delivery. This position is ideal for a leader who can balance organizational accountability with community responsiveness and relationship-building.

Responsibilities:

Strategic Leadership & Department Oversight

- Provide leadership and direction to the Community Services department, including the Community Wellness and Social Development teams.
- Supervise and support the Community Wellness Manager, Social Development Manager and Band Designated Representative in achieving departmental objectives.
- Ensure programs and services align with Council’s strategic priorities and respond to evolving community needs.
- Foster collaboration across departments to strengthen service integration and community outcomes.
- Promote culturally safe, trauma-informed, and community-centered approaches across all service areas.
- Support managers in developing effective programs, services, and community initiatives

Operational & Program Oversight

- Oversee the overall effectiveness of community service programs and initiatives serving youth, adults, Elders, and vulnerable members.

- Review program outcomes, community feedback, and service delivery trends to support continuous improvement.
- Support Nation-wide initiatives and events in collaboration with other departments and community teams.
- Ensure departments maintain high standards of service delivery, accountability, and responsiveness.

Financial & Administrative Leadership

- Lead departmental budgeting and financial oversight in collaboration with Finance and department managers.
- Monitor expenditures and ensure compliance with funding agreements, policies, and reporting requirements.
- Support funding applications, partnerships, and opportunities that enhance community services.
- Ensure timely and accurate reporting to leadership, funders, and regulatory bodies.

People Leadership

- Provide leadership, mentorship, and performance support to departmental managers.
- Foster a respectful, collaborative, and accountable team culture.
- Support recruitment, onboarding, performance management, and professional development within the department.

Community & Stakeholder Engagement

- Build strong relationships with community members, leadership, partner organizations, and government agencies.
- Promote open communication and transparency regarding programs and services.
- Ensure services reflect We Wai Kai Nation values, culture, and community priorities.

Qualifications:

- Post-secondary education in Community Services, Social Work, Health Sciences, Recreation Management, Public Administration, or a related field. Equivalent experience may be considered.
- Minimum 3 years of leadership or management experience in community services, wellness, social development, or a related field.
- Experience leading teams and supporting managers in a collaborative environment.
- Strong financial management, budgeting, reporting, and organizational skills.
- Experience working with Indigenous communities and understanding of culturally grounded service delivery approaches is an asset.
- Knowledge of federal and provincial programs supporting Indigenous communities is considered an asset.
- Excellent interpersonal, communication, and relationship-building skills.
- Ability to manage multiple priorities and work both independently and collaboratively.
- Proficiency with Microsoft Office Suite and virtual communication platforms.
- Valid Class 5 Driver's Licence and reliable transportation.
- Criminal Record Check with Vulnerable Sector Screening required.

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 or added to from time to time to achieve these goals.

This position is scheduled Monday to Friday, 8:30am – 4:30pm, with flexibility required to support community events, meetings, and operational needs. This is a salaried management position and is exempt from overtime provisions.

Job Type: Full time, Permanent

Annual Salary: \$90,000 – \$115,000

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

If you are interested in applying for this role, please submit your resume and cover letter to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.