

	JOB POSTING
	<p>Guardian Coordinator Reports to: Guardian Manager</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 Summary

The Guardian Coordinator is a dual-role position that supports the Guardian Program through a combination of field-based Guardian work and administrative coordination. This position reports directly to the Guardian Manager and provides key administrative support to ensure program activities, reporting, billing, and referral tracking are completed accurately and on time.

The Guardian Coordinator also works in the field supporting stewardship and monitoring activities, assisting with referrals, and building relationships with internal and external stakeholders. This role requires someone who is highly organized, adaptable, and comfortable working outdoors in varying conditions.

Responsibilities:

Field Duties

- Participate in field monitoring and stewardship activities within the Nation’s territory
- Assist with land and marine-based field work as required
- Support the referral system by assisting with field assessments and documentation
- Identify and report environmental and cultural concerns observed during field work
- Assist with identifying archaeological features (training provided; experience is an asset)
- Support stakeholder relationship-building through professional communication and coordination
- Work collaboratively with Guardian staff and other departments to support program objectives
- Follow safety protocols and work safely in outdoor environments and remote locations

Administrative Duties

- Provide administrative support to the Guardian Manager and Guardian Program staff
- Track hours worked, schedules, and field activity logs
- Support billing and invoicing processes, including record keeping and submission tracking
- Organize program documentation, referrals, and internal records
- Assist with meeting coordination, filing, and correspondence
- Maintain accurate spreadsheets, reports, and tracking systems
- Support general office administration and program coordination tasks as assigned
- Work effectively in a team environment to support daily operations

Qualifications

Required

- Strong organizational skills and attention to detail
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and in a team environment
- Comfortable working outdoors in all weather conditions and varying terrain
- Valid Class 5 Driver's Licence (or equivalent)
- Driver's Abstract required as part of the hiring process
- Ability to communicate professionally and build positive stakeholder relationships
- Understanding of, or willingness to learn, the referral system process
- Strong time management skills and ability to prioritize competing deadlines

Assets (Preferred Qualifications)

- Previous Guardian Program experience
- Archaeological experience or familiarity with cultural site monitoring
- Ability to identify archaeological features
- Boating experience
- SVOP certification (Small Vessel Operator Proficiency)

Certifications / Training

- Must be willing to obtain SVOP certification if not already certified (training may be supported by the employer)
- First Aid certification is an asset (or willingness to obtain)

This role requires sound professional skills and judgement. Knowledge of First Nation governance structures and processes, stewardship and Guardian program operations, strategic planning, program administration, organizational practices, and financial processes is considered an asset. The successful candidate must demonstrate strong communication, organizational, and computer skills, with the ability to work both independently and collaboratively in a dynamic environment.

This position is nominally scheduled Monday to Friday, dayshift, from 8:30 a.m. to 4:30 p.m.; however, flexibility and occasional additional hours may be required to support field operations, travel, and Guardian Program activities.

Job Type: Full time, Permanent

Hourly Wage: \$32-\$35 per hour

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

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