



JUNE 3, 2026

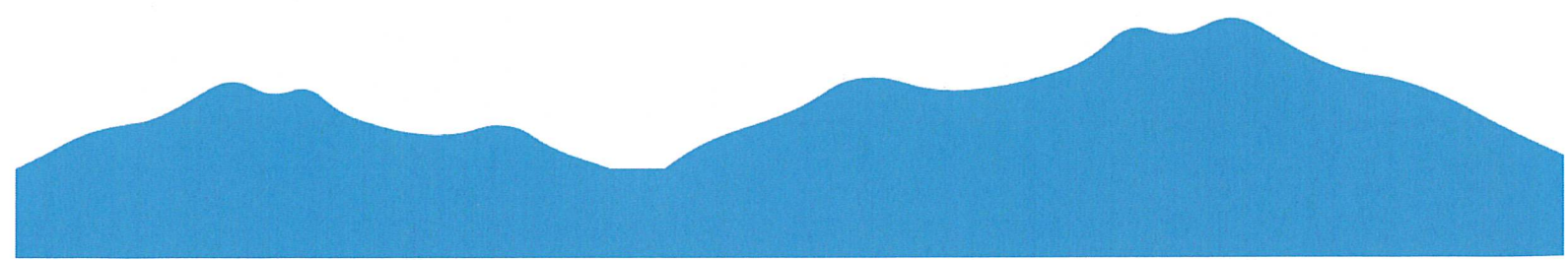


OPEN POSITIONS:

GUARDIAN COORDINATOR

DIRECTOR OF COMMUNITY SERVICES

INTERMEDIATE ACCOUNTANT



	JOB POSTING
	Guardian Coordinator Reports to: Guardian Manager

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.

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

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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.

	JOB POSTING
	Intermediate Accountant Reports to: Senior Accountant

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Position Summary

The Intermediate Accountant is responsible for the full-cycle bookkeeping, day-to-day accounting, and monthly and annual reporting for the Quinsam Service Station (the “Quinsam Shell”). The Quinsam Shell is a high-volume award-winning station. Services include fuel, propane, full concession including lottery, car wash, and bulk ice.

The position reports to the Senior Accountant of Economic Development. This is an on-site position that will work closely with the Quinsam Shell management team to oversee the daily accounting functions of the entity.

Responsibilities:

Financial Management and Bookkeeping

- Record financial transactions, including accounts payable, accounts receivable, inventory, and other general ledger journal entries
- Perform bank, credit card, and other monthly account reconciliations
- Balance and record daily register cash-outs
- Manage bi-weekly payroll runs, issue ROE’s and employee T4’s
- Process payments including EFT’s, wire payments, cheques, and credit card purchases
- Prepare tax remittances including GST, PST and other excise taxes
- Assist with inventory counts, including concessionary, lottery and tobacco
- **Financial Reporting**
- Preparation of month-end financial package by the 10th business day of the subsequent month
- Assist external auditors with preparation of entities annual financial review

- Monitor fuel, lottery, tobacco and other key variances and report discrepancies to management on a timely basis

Administrative Activities

- Prepare daily bank deposits and monitor receivable accounts
- Manage employee files including contracts, and other required employee and company licenses
- Maintain organized financial records
- Administer employee benefit and pension plans

Collaboration and Communication

- Provide financial insight to other team members in a clear and concise manner
- Collaborate and cross-train with management on administrative processes related to the daily cash-outs and day-sheet activities

Qualifications

- Post-secondary education in accounting, finance, business administration, or an equivalent combination of training and experience
- Minimum 3-5 years of bookkeeping or finance experience; experience working with Nation-owned businesses or service stations a plus
- Experience preparing month-end and year-end financial packages
- Strong organizational skills and exceptional attention to detail
- Ability to work independently, prioritize competing demands, and meet deadlines
- Strong interpersonal skills, respectful, punctual, and trustworthy are important characteristics for this position
- Must have a valid BC Driver's License to perform bank runs
- Criminal record check required

This position is nominally scheduled to work Monday to Friday but may require flexibility and additional time to deliver its mandate.

Job Type: Full time, Permanent (40 hours weekly)

Hourly Wage: \$33-36/hr

Application Deadline: June 7, 2026

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.

We Wai Kai Nation and its entities are equal opportunity employers and encourage applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.



A - TLEGAY FISHERIES SOCIETY

1441 - A Old Island Hwy., Campbell River, BC V9W 2E4
Telephone #: (250) 287-8868 Fax #: (250) 287-8414
e-mail: reception@a-tlegay.ca

JOB POSTING SUMMER STUDENT POSITION

*Funded through North Vancouver Island Training Society.
Thank you for your Support*

FISHERIES TECHNICIAN ASSISTANT (8 weeks @ 40 hours per week)

Duties to include assisting Aboriginal Fisheries Technicians with their duties:

- Assisting with conducting stock enumeration of adult fish
- Assisting with monitoring of catch
- Assisting with Crab, Clam surveys
- Assisting with obtaining catch data from fishermen, by species, gear, site, etc.

QUALIFICATIONS

- Must have attended high school or post secondary school full time during the 2025-2026 school year
- Must be returning to high school or post secondary school full time in the 2026/2027 school year
- Must be between the ages of 15 and 20
- Must legally be entitled to work in Canada
- Must not have any other full time jobs (30 hours or more per week) for the duration listed below
- Must be a good swimmer and able to work in and around water
- First Aid training would be an asset, but not necessary
- Swiftwater Rescue training would be an asset, but not necessary

Start Date: June 29th, 2026

End Date: August 21st, 2026

Wage: \$19.00 per hour

Thank you to all those who apply, but applicants that are interviewed will only be contacted.

Please bring resumes and covering letter to the A-Tlegay Fisheries Office before June 12th, 2026

A-Tlegay Fisheries Society
Attention: Kim Duncan
1441 A Old Island Hwy
Campbell River, BC, V9W 2E4
Kim.duncan@a-tlegay.ca