JOB POSTING

Community Services Coordinator
Department: Community Services
Reports to: Director of Community Services

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 Community Services Coordinator plays a vital role in bridging departmental operations with community program delivery. Reporting to the Director of Community Services, this role provides operational coordination and direct program oversight for community services programs, including Social Development and Community Wellness.

The coordinator ensures seamless delivery and continuity of programs across both Cape Mudge and Quinsam communities.

Responsibilities:
Coordination and Planning

- Provide comprehensive coordination support to the Director of Community Services across Social Development and Community Wellness.
- Coordinate community events with leadership, inter-departmental teams, committees, and community partners.
- Support the standardization of departmental operations.
- Oversee the intake, validation of incoming program registrations and participant applications.
- Establish, populate, and maintain centralized databases and spreadsheets to monitor attendance, track participant outcomes, and generate reporting metrics.
- Coordinate logistics and scheduling to ensure balanced, continuous community services and wellness programming across both Cape Mudge and Quinsam locations.

- Support the planning and delivery of culturally appropriate initiatives for youth and Elders, including after-school programs, Pro-D days, school breaks (summer, winter, spring), and intergenerational gatherings.

Community Engagement & Direct Support

- Serve as an approachable, professional primary point of contact for community members, answering inquiries escalating feedback in accordance with department standards.
- Build respectful, trusting relationships with Elders, youth, families, and cultural knowledge keepers.
- Actively promote community events and wellness participation across the Nation.

Supervision & Team Leadership

- Provide day-to-day supervision and support to community services programming across both Cape Mudge and Quinsam
- Participate in orientation of program staff, including cultural, confidentiality, and safety training, in collaboration with Human Resources.
- Verify that all program staff and volunteers hold the credentials required for their roles (such as Criminal Record Check with Vulnerable Sector Screening, First Aid & CPR Level C, Food Safe Level 1, Responsible Adult Certificate) and track renewal dates.
- Support regular team check-ins, provide coaching, mentorship, and timely feedback to support staff development and consistent, culturally appropriate program delivery.
- Ensure staff and volunteers follow health and safety, confidentiality, and Elder and youth safeguarding practices, and follow up on incident reports.

Safety, Records Management & Compliance

- Maintain confidential physical and digital record-keeping systems and archives in strict compliance with We Wai Kai Nation privacy standards.
- Uphold strict confidentiality regarding all sensitive matters, participant files, and community records.
- Adhere to all workplace health and safety standards; identify, report, and address safety hazards, incidents, or concerns regarding Elder or youth wellbeing promptly.

Qualifications

- Post-secondary education in Child and Youth Care, Social Services, Community Development, Public/Business Administration, or a related discipline (an equivalent combination of education and relevant experience will be considered).

- 2 to 3 plus years of experience in program coordination, community wellness, or administrative coordination, ideally within a First Nation or Indigenous organization.
- Demonstrated understanding of Indigenous culture, local traditions, governance, and community dynamics.
- Strong organizational and project coordination skills; ability to prioritize multiple workflows and deadlines effectively.
- Proficiency with Microsoft Office Suite (Excel, Word, Outlook, Teams) and modern data tracking tools.
- Solid grasp of basic financial workflows (budget tracking, coding, invoice verification).
- Strong interpersonal, conflict resolution, and verbal/written communication skills.
- High level of integrity, professional boundaries, and discretion when handling sensitive information.
- Clear Criminal Record Check with Vulnerable Sector Screening (mandatory).
- Valid Class 5 Driver's License and access to a reliable vehicle.
- Valid First Aid & CPR Level C certification (or willingness to obtain).
- Food Safe Level 1 and Responsible Adult Certificate (or willingness to obtain).

Key Contacts

- Director of Community Wellness
- Other Department Managers
- Community Wellness Workers
- Executive Director
- We Wai Kai Managers and Staff
- We Wai Kai Community Members

Working Conditions

The regular work hours for the Community Services Coordinator position are based on 35 hours per week. However, due to the nature of the role and the need to engage community members in activities and events, the Community Services Coordinator is expected to work flexible hours, which may include evenings, weekends, and occasional holidays. Any additional hours worked beyond the standard schedule will be addressed in accordance with the organizations policies and applicable employment standards.

Job Type: Full time, Permanent
Hourly Wage: $ 32.97 - 37.00/hr

Benefits: Extended Health and Dental, Virtual Health Care 100% employer paid premiums

Pension: Generous pension matching contributions of up to 9%

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.

Deadline to Apply: November 27, 2026

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