JOB POSTING

Lands, Infrastructure and Planning Coordinator
Department: Lands, Infrastructure and Planning (LIP)
Reports to: Director of Lands, Infrastructure and Planning

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
Reporting to the Director of Lands, Infrastructure and Planning (LIP), the LIP Coordinator keeps the department's work organized, documented and moving forward. You'll provide coordination and administrative support to the Director, and the LIP service area leads, adapting as priorities shift and operational needs change. This is a hands-on role for an organized, relationship-minded person who can juggle competing priorities, follow through on details, and help turn the Nation's plans into results for the community.

Responsibilities:

Assignments will vary based on departmental needs and priorities and may include the following:

Coordination and Administration

- Provide administrative support to the Director and LIP service area leads.
- Maintain organized departmental records, files and documentation across all service areas.
- Assist with scheduling, meeting preparation, document coordination and tracking follow-up actions.
- Support information sharing and communication between service areas, other departments, community members and external partners.
- Additional administrative and coordination tasks may be assigned by the Director of Lands, Infrastructure and Planning to support departmental priorities.

Service Area Support

- Housing: Assist with housing program administration, applications, member communication, funding administration and reporting.
- Public Works: Assist with infrastructure and facility maintenance coordination, fleet and equipment administration, seasonal work planning, work orders, contractor coordination and related funding and reporting.
- Lands: Assist with capital projects, land administration and records management, land law development, tracking of lands-related files and communication with members and partners.
- Property Management: Assist with lease administration, tenant communication, maintenance requests, facility coordination and work order tracking.
- Emergency Management: Assist with emergency planning documentation, training coordination, preparedness activities and community communications.

Community Engagement and Communications

- Serve as a respectful, approachable and reliable point of contact for members, Elders, tenants, and external partners.
- Assist with preparing member notices, newsletters, website and social media content related to Lands, Infrastructure and Planning programs, projects and services.
- Help organize community information sessions and engagement activities.

Confidentiality and Ethical Practices

- Maintain strict confidentiality of all personal, sensitive and Nation business information, including member housing information, financial information.
- Adhere to ethical guidelines and We Wai Kai Nation's standards and policies in all work.

Required Qualifications

- Relevant post-secondary education, training or experience in administration, business, planning, operations, project coordination or a related field. An equivalent combination of education, training and experience will be considered.
- Experience providing administrative or coordination support, including managing records, tracking tasks and following up on deadlines.
- Strong organizational, time management and prioritization skills, with the ability to manage multiple projects and deadlines.
- Strong written and verbal communication skills, including report writing, briefing materials and member-facing notices.
- Strong computer skills, including Microsoft Office (Word, Excel, Outlook, Teams), and the ability to learn new software.
- Ability to build positive relationships and work with staff, contractors, members and external partners, both independently and as part of a team.

- Strong problem-solving skills and attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Valid Class 5 driver's license.
- Satisfactory Criminal Record Check.

Additional Assets

- Experience working in a First Nation, local government or public sector environment.
- Knowledge of or experience in one or more of: First Nations land management, capital projects, housing administration, public works, or property and asset management.
- Understanding of Indigenous culture, community values and the history and realities of First Nations communities, with respect for Indigenous knowledge and practices.
- Experience with specialized software such as work order systems, asset management tools, accounting systems, GIS/mapping or project tracking software.
- Experience with contracts, procurement, grant administration and funding applications.
- Access to a reliable vehicle, as travel may be required.
- First Aid/CPR certification.

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.

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 Lands, Infrastructure and Planning
- Other department staff
- Executive Director
- Finance and other We Wai Kai Managers and Staff
- Contractors, funders and government partners
- We Wai Kai Community Members

Working Conditions
This position is based at the Nation's administration office and will involve regular computer-based work. Occasional site visits to Nation lands, project sites, facilities and infrastructure are expected and may involve walking on uneven terrain and working outdoors in various weather conditions. Travel may be required. Occasional evenings or weekends may be required to attend community events, meetings or to respond to urgent matters. Any additional hours will be addressed in accordance with the Nation's policies and applicable employment standards.

- **Job Type:** Full time, Permanent
- **Hourly Wage:** $ 30.22 to $ 35.71 /hr
- **Benefits:** Extended Health and Dental, Virtual Health Care 100% employer paid premiums
- **Pension:** Generous pension matching contributions of up to 9%

Deadline to Apply: December 7th, 2026

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