



# Katzie Job and Training NEWSLETTER



[HTTPS://KATZIE.CA/CAREER-OPPORTUNITIES/](https://katzie.ca/career-opportunities/) March 27, 2026



Scan the QR Code with your mobile phone camera to open up the career opportunities page on the Katzie Website

## Job Openings:

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[TWS Assistant Youth Worker](#)

[Referrals Coordinator](#)

[KFNAHDS - Weekend Kitchen Coordinator](#)

[Xwum Canoe Rental Assistant](#)

[Statistics Canada: Census Enumerator](#)

## Upcoming Training:

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Katzie First Nation is seeking a dedicated and enthusiastic **Assistant Youth Worker** to join our dynamic youth team for a temporary **52-week SASET-funded position**.

Reporting to the Human and Social Services Manager and under the guidance of the Youth Team Leader and Youth Coordinator, the Assistant Youth Worker will play a vital role in supporting before and after-school programs, summer activities, and various community events. If you're passionate about empowering young people, building a strong sense of community, and celebrating cultural heritage through fun experiences, we want to hear from you!

The training plan for successful applicants will encompass additional skill training provided by SASET & Ridge Meadows College.

This position is open to Katzie Members who have not occupied a SASET-funded role for over 12 months.

**What You'll Do:**

- Plan and deliver culturally relevant youth activities for after-school programs, summer camps, and events.
- Organize recreational activities, including games, fitness events, arts and crafts, and musical instruction.
- Assist at recreational facilities by enforcing rules, modeling positive behaviour, and mentoring young people.
- Oversee daily operations of recreation areas, maintaining safety equipment, cleaning facilities, and displaying signage.
- Encourage participation and foster healthy relationships by greeting new members, encouraging group activities, and ensuring fair treatment.
- Coordinate teaching events and cultural activities, leading discussions with youth.
- Create media presentations using videos and pictures on the Katzie social platform to promote youth activities.
- Develop community communications to inform families and students about programs and activities.
- Assist with special community events, field trips, and workshops.
- Help with Food Bank duties, including loading, packing, and delivering food items within the community.

**What We're Looking For:**

- Knowledge acquired through coursework in childcare or a related field, and two years of relevant work experience. Equivalent combinations of education, work experience, or comparable lived experience will also be considered.
- Able to provide current satisfactory police check with vulnerable sectors as a condition of employment or be willing to obtain one.
- Genuine interest in working with children and youth.
- Commitment to and understanding of Indigenous (Katzie) cultural teachings and practices.
- Great people skills, including building relationships, mediating, and solving conflicts.
- Excellent communication skills, including leading discussions, negotiating, and convincing others.
- Outstanding organizational abilities, adept at prioritizing tasks to meet deadlines.
- Able to work and communicate effectively with people from diverse backgrounds and expertise levels.
- Works well both independently and as part of a team, using good judgment to complete tasks.
- Ability to take initiative and work independently as needed.



- CPR and First Aid/Food safe training an asset.
- Ability to work a flexible schedule (based on scheduled program and calendar)
- A Class 5 Driver's License with a clean driver's abstract is an asset.

**Job Type:** Full-time, Temporary (March 31, 2027)

**Salary:** \$17.85/hour

**How to Apply:**

- Apply through our website at [Katzie.ca](http://Katzie.ca) (go to career opportunities and apply to the posting).
- Stop by the Band Office and drop off a copy of your resume.
- Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference Job Number 202604 in the subject line.



If you are passionate about protecting land, culture, and community, this is your opportunity to make a meaningful impact. The Katzie First Nation Referrals Department leads thoughtful and respectful consultation and engagement for projects across Katzie's traditional territory, ensuring that Katzie's rights, title, and interests are protected and upheld.

As the **Referrals Coordinator**, you will be at the heart of this important work. The role includes supporting consultation processes while managing and tracking a diverse range of projects. Responsibilities also involve contributing to grant writing and reporting activities, helping to enhance the department's overall effectiveness and outcomes.

You will report directly to the Territorial Guardianship & Referrals Manager while working closely with the Referrals Administrator to balance responsibilities and keep projects advancing efficiently.

If you are motivated by purpose-driven work and excited to contribute to positive change, join us in supporting initiatives that strengthen and empower the Katzie community.

#### **Key Responsibilities**

- Support team with consultation and engagement activities, including administration of referral requests and associated tasks.
- Coordinate funding and capacity agreement tasks and reports for Territorial Guardianship & Referrals work
- Coordinate contractor scopes of work, invoicing, and change orders.
- Support team with developing new project tracking systems and information, including geographic, environmental, archaeological, cultural, and traditional land use information.
- Attend and record minutes at project meetings and review and support the team to summarize technical project materials, including environmental, archaeological, and engineering studies and reports.
- Coordinate community outreach and engagement activities
- Coordinate the referrals review process by project tracking, task delegation, and driving milestone completion of new and ongoing referral projects.
- Support the Manager of Territorial Guardianship & Referrals in the consultation and engagement process, budgeting, and invoicing of funding agreements.
- Develop draft reports and feedback letters as requested by the Manager of Territorial Guardianship & Referrals (i.e. referrals responses, work plan updates, Chief and Council briefing letters)
- Coordinate with Katzie staff and proponents to develop funding agreements.
- Liaise with proponents and government agencies to provide official Katzie responses and approved funding agreements.
- Supervise Referrals Administrator and provide general support and guidance to members of the Territorial Guardianship & Referrals Team.



### What We're Looking For

- Completion of a post-secondary degree or diploma in land and resource management, social sciences, Indigenous relations, or a related discipline, or an equivalent combination of education and experience.
- A minimum of 3–5 years' experience in the listed areas, or equivalent expertise gained through comparable roles involving Indigenous land and resource management or related fields.
  - Working with indigenous communities on consultation and engagement activities
  - Indigenous-led impact assessment studies and reviews.
  - Land and resource management and planning
  - Regulatory approvals
  - Land use planning and development, including major projects.
- Flexibility and the ability to adapt to rapidly changing work priorities.
- Skilled in using Microsoft Office/365 applications to support efficient documentation, communication, and workflow management.
- A proactive individual with excellent organizational, interpersonal, and verbal/written communication abilities.
- Demonstrates strong organizational and time-management skills, effectively managing multiple priorities and consistently meeting deadlines in fast-paced environments.
- Collaborates respectfully and inclusively with individuals from various backgrounds and roles, fostering positive team relationships and open communication.
- Ensures accuracy and quality by thoroughly reviewing work, identifying inconsistencies, and proactively correcting issues with precision.

### What We Offer:

- Health and dental coverage
- Health spending account
- EAP
- On-site Medical Services
- Long-term disability benefits
- Paid vacation
- Paid winter office closure
- Pension plan with an employer contribution
- Paid sick day coverage
- Family responsibility days
- Community events
- Cultural learning opportunity

**Job Type:** Full-time, Permanent

**Hourly Wage:** \$75,000 - \$80,000

### How to Apply:

- Apply through our website at [Katzie.ca](http://Katzie.ca) (go to career opportunities and apply to the posting).
- Please apply by emailing your resume to Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference Job Number 202602 in the subject line.

\*Every resume is personally reviewed by a real human in our HR Department because your experience and story deserve our attention.

# Kitchen Coordinator – Youth Program

Katzie First Nation Affordable Housing Development Society – Pitt Meadows, BC

*Internal Posting for Katzie First Nation Members.*

**Position Type:** Part-Time, Permanent

**Reports To:** Senior Program Manager

**Hours:** Sat – Sun Day shift (8:00am to 4:00pm)

**Wage:** \$30 per hour

## About the Role

The Kitchen Coordinator plays a key role in supporting the health, stability, and daily well-being of youth residing in Katzie First Nation's 10-bed youth housing program. This position is responsible for overseeing the daily operations of the on-site kitchen, ensuring consistent access to nutritious, safe, and culturally respectful meals that support youth development and holistic wellness.

The Kitchen Coordinator leads menu planning, food preparation, inventory management, and kitchen scheduling while ensuring full compliance with health, safety, and sanitation requirements. This role requires an understanding of Indigenous values, trauma-informed practice, and the importance of food as a foundation for care, routine, and connection for youth in housing.

## Key Responsibilities

### Food Service & Menu Planning

- Plan and prepare nutritious meals that support the needs of youth living in a supportive housing environment.
- Incorporate culturally appropriate and traditional foods where possible.
- Ensure all dietary needs and restrictions are met, including allergies, medical needs, and individual preferences.

### Kitchen Operations

- Oversee daily kitchen operations, including food preparation, scheduling, and safe kitchen use.
- Order food and supplies, manage inventory levels, and maintain proper food storage and stock rotation.
- Monitor food quality and consistency through regular checks.

### Health, Safety & Compliance

- Maintain a clean, safe, and organized kitchen in compliance with public health, Food Safe, and WorkSafe BC requirements.
- Implement sanitation procedures, cleaning schedules, and safe food handling practices.
- Conduct regular inspections of kitchen equipment and coordinate maintenance or repairs as needed.

### **Youth-Centered Support**

- Support a respectful, structured, and welcoming meal environment for youth.
- Work alongside on-site staff to ensure food service aligns with daily routines and program needs.
- Respond professionally and respectfully to youth feedback or concerns related to food service.

### **Qualifications**

- Culinary training with a minimum of five (5) years of relevant experience in a commercial or community kitchen (supervisory experience preferred).
- Experience planning menus and preparing meals for groups in residential or care-based settings.
- Current Food Safe, WHMIS, and WorkSafe BC Intermediate First Aid certifications.
- Knowledge of First Nations culture and culturally respectful service delivery.
- Understanding of trauma-informed approaches and youth-centered care.
- Strong organizational, communication, and time-management skills.
- Ability to work flexible hours, including evenings and weekends as required.
- Valid Class 5 Driver's License, reliable transportation, and a satisfactory Criminal Record Check.

### **Working Conditions**

- On-site role supporting a 10-bed youth housing program in Pitt Meadows.
- Physically active position requiring prolonged standing and safe lifting of kitchen supplies.
- Schedule aligned with youth program and meal service needs.

### **How to Apply**

Please submit your resume and cover letter to:

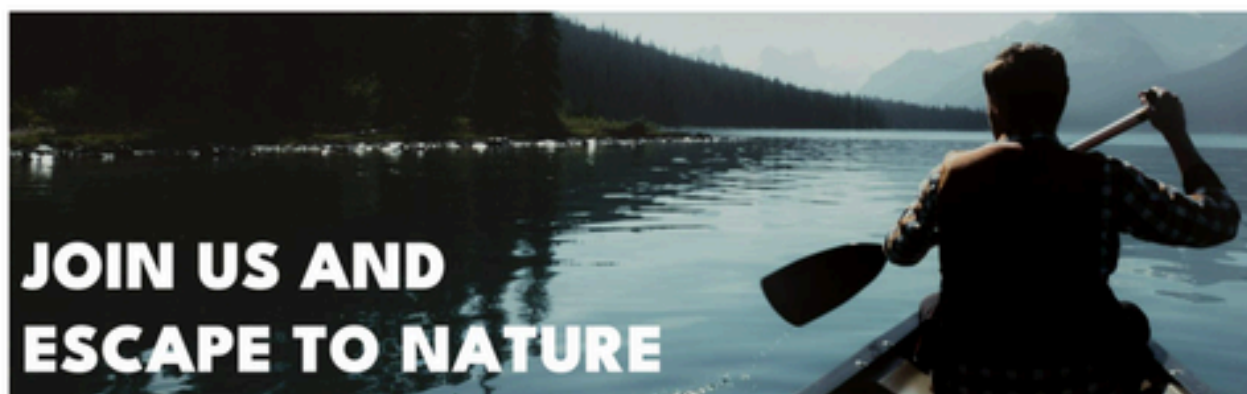
[amatthias@KFNAHDS.ca](mailto:amatthias@KFNAHDS.ca)

**Application Deadline: Friday February 27, 2026 at 4pm.**



## **JOB POSTING**

### **xwəm (Xwum) Canoe Rental Assistants**



xwəm (Xwum) operates a popular canoe rental business at Grant Narrows in Katzie First Nation Traditional Territory.

We are looking for up to 8 Canoe Rental Assistants at Grant Narrows for the upcoming season.

Canoe Rental Assistants assist with bookings, provide care of the canoes and site at Grant Narrows and support customers in getting their canoes, monitoring on-site parking and additional work as required.

This position will begin as early as Monday, May 11, 2026, and will continue until October 31, 2026.

We are looking for people who are passionate about working outdoors with extensive knowledge of the waters at Grant Narrows. Katzie First Nation members are strongly encouraged to apply.

Canoe Rental Assistants should have knowledge of the waters at Grant Narrows and experience working in the outdoors. They must be able to lift and carry canoes, keep booking and payment records and have good customer relationship skills.

The wage range for this position is \$21.40 per hour.

This is a full-time temporary position (40 hours per week) with a varied work schedule that will include work during regular business hours and some evening and weekend work.

We are also looking for people who would like to be on-call or work on a regularly scheduled part time basis.

Canoe Rental Assistants should have a valid driver's license and reliable vehicle to get to and from work at Grant Narrows.

**To apply for this position, please send your resume and cover letter to Dawna Day, CEO, Katzie Development Corporation at [dday@kdlp.ca](mailto:dday@kdlp.ca)**

**Application Deadline: Friday, April 3, 2026**

Only those applicants selected for an interview will be contacted.



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## Job Opportunity: Census Enumerator (2026 Census)

Statistics Canada is hiring Census Enumerators to help collect important information for the 2026 Census. This short-term position helps ensure communities are accurately represented and receive the services they need.

### Position

**Census Enumerator (Non-Supervisory)**

**Pay:** \$25.87 per hour

**Employment Period:** May 2026 – July 2026 (varies by location)

**Hours:** Minimum 20 hours per week, primarily evenings and weekends

**Expenses:** Authorized expenses such as mileage and parking may be reimbursed

### Job Description

Census Enumerators are responsible for collecting census information from households in their assigned area.

Duties include:

- Visiting households **door-to-door** to collect completed census questionnaires
- Speaking with residents and assisting them with completing their census forms when needed
- Ensuring information is **accurate, complete, and confidential**
- Recording and submitting collected data according to Statistics Canada procedures
- Keeping track of assigned households and following up when necessary
- Following safety guidelines while working in the community

Enumerators work independently in their assigned area while maintaining regular communication with their supervisor.

### Qualifications

Applicants must:

- Be **19 years of age or older in British Columbia**
- Be a **Canadian citizen, permanent resident, or have a valid work permit**
- **Reside in Canada** and have a Canadian home address
- Be comfortable speaking with members of the public and conducting **door-to-door visits**
- Be organized, reliable, and able to work independently



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## Hiring Process

Applicants must successfully complete:

1. Initial screening
2. Reference check
3. Security screening

**⚠️ Only applicants selected for further consideration will be contacted.**

For more information or to apply, visit:

[www.statcan.gc.ca/censusjobs](http://www.statcan.gc.ca/censusjobs)

After applying online at [census.gc.ca](http://census.gc.ca) — **Census Jobs**, please **email Crystal Isaac with your name and application confirmation number** so your application can be identified as coming from the community. Email: [Crystal.Isaac@statcan.gc.ca](mailto:Crystal.Isaac@statcan.gc.ca)

