



# Katzie Job and Training NEWSLETTER



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August 7 , 2026

## Job Openings:

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[Career Fair Coordinator](#)

[Wellness Program Manager](#)

[Wellness Program Support Worker](#)

## External Job Postings

## Upcoming Training:

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Katzie First Nation is seeking an enthusiastic and organized **Career Fair Coordinator** to lead the planning and delivery of a community Career Fair that connects members with employment, training, and career opportunities.

Reporting to the Human and Social Services Manager, the Career Fair Coordinator is responsible for planning and delivering the Katzie Career Fair as part of the Katzie Skills & Training Program. The Coordinator will work with employers, training providers, community partners, and Katzie members to create opportunities that support employment, education, and skills development

The Coordinator will lead event planning and logistics, employer engagement, community outreach, participant support, and event reporting. They will ensure the Career Fair reflects Katzie First Nation values and provides a welcoming, inclusive, and culturally relevant experience for participants.

#### **Position Details**

- Part-time position (30 hours per week) for a 26-week term.
- Some flexible hours may be required leading up to the event.
- Work will include both office-based duties and on-site event coordination.
- Occasional evening and weekend work may be required to support community events and activities.

#### **What you'll Do:**

##### **Career Fair Planning & Delivery**

- Plan and deliver the Katzie Career Fair, ensuring all activities are organized and completed on schedule.
- Coordinate event logistics, including venue, equipment, catering, setup, and takedown.
- Prepare event materials, signage, promotional items, and exhibitor resources.

##### **Employer & Community Partnerships**

- Recruit employers, training providers, and community partners to participate in the Career Fair, building positive relationships that support employment and training opportunities for Katzie members.
- Manage exhibitor registrations, communications, and booth assignments.
- Explore partnership opportunities that support ongoing workforce development initiatives.

##### **Community Outreach & Participant Support**

- Promote the Career Fair through social media, posters, newsletters, and other outreach activities.
- Encourage participation from youth, adults, Elders, students, and job seekers.
- Work with Katzie programs and community partners to increase awareness and attendance.

##### **Administration & Reporting**

- Maintain records of employer, partner, and participant engagement.
- Track attendance, participation, and event outcomes.
- Collect feedback and prepare a final report with results and recommendations.

##### **Other Duties**

- Represent Katzie First Nation in a professional, respectful, and culturally appropriate manner.

- Ensure activities align with Katzie First Nation values, policies, and community priorities.
- Operate as part of a team and be flexible about the boundaries and functions of the job.

**What We're Looking For:**

- 2 years of experience in event coordination, community engagement, employment services, workforce development, or a related field.
- Minimum Experience organizing events, workshops, job fairs, or community programs is an asset.
- An equivalent combination of education, experience, and lived experience will be considered.
- Preference will be given to qualified Katzie First Nation members in accordance with Katzie First Nation merit based hiring practices.
- Knowledge of Katzie First Nation, local Indigenous communities, and the Fraser Valley labour market is an asset.
- Valid BC Driver's License, clean Driver's Abstract, and satisfactory Criminal Record Check (including Vulnerable Sector).
- Strong relationship-building, communication, and interpersonal skills.
- Strong organizational, event planning, and project coordination skills, with the ability to manage multiple priorities.
- Ability to facilitate meetings, workshops, and information sessions.
- Strong administrative, record-keeping, and reporting skills.
- Proficiency with Microsoft Office, social media platforms, and design tools such as Canva.
- Ability to work independently and collaboratively as part of a team.
- Commitment to professionalism, confidentiality, and cultural safety.
- Understanding of Indigenous cultures, communities, and barriers to employment and training.

**Job Type:** Part -time (30 hours per week), Temporary (26 weeks)

**Salary:** \$25.00/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 Admin Building and drop off a copy of your resume.



**KATZIE**  
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Katzie First Nation is seeking an experienced and values-driven **Wellness Program Manager** to lead the planning, coordination, and delivery of wellness programming for community members. This pivotal role provides leadership and direction for culturally grounded health and wellness initiatives, ensuring programs reflect community priorities, strengthen connections, and support long-term wellbeing. Working collaboratively with community, leadership, partners, and staff, the Wellness Program Manager champions a holistic approach to wellness rooted in culture, respect, and relationship.

#### **What You'll Do:**

- Design and implement wellness programs that address the holistic health needs of community members, including physical activity, land-based programming, mental health, emotional supports, healthy living, and traditional healing practices.
- Provide leadership, oversight, and accountability for the Wellness Program, ensuring alignment with community priorities and organizational goals.
- Oversee the day-to-day coordination of wellness programming, including setting schedules, priorities, and delivery timelines.
- Supervise, support, and provide ongoing guidance and coaching to the Wellness Program Support Worker and any contractors involved in program delivery.
- Provide direction and make decisions to address operational issues arising from program delivery.
- Establish program priorities, goals, and annual workplans in collaboration with leadership and community partners.
- Foster and maintain strong relationships with community leadership, partners, and stakeholders to ensure coordinated and culturally appropriate wellness services.
- Ensure appropriate referral pathways are in place and support staff in connecting community members to relevant internal and external resources, including health, social, and wellness supports.
- Plan and oversee activities for the Katzie Men's and Women's Groups, ensuring alignment with the broader wellness vision and community priorities.
- Review program tracking data and participation summaries, and oversee program monitoring, evaluation, and required reporting to funders and leadership.
- Manage program budgets, resources, and materials to ensure responsible use of funds and long-term sustainability.
- Apply for grants and secure additional funding to support and expand wellness programming.
- Advocate for wellness initiatives, policies, and resources at organizational, community, and external levels.

#### **What We're Looking For:**

- Post-secondary education in Health Services Administration, Indigenous Community Development, Program Management or a related field, plus demonstrated experience in health or wellness program management, preferably within First Nations communities or organizations.
- An equivalent combination of education, leadership experience, and relevant lived experience will be considered.



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- Strong understanding of First Nations health and wellness issues, cultural practices, and community dynamics.
- Demonstrated leadership skills, including staff supervision, mentorship, and performance oversight.
- Strong strategic thinking skills with the ability to plan, design, and adapt wellness programs to community needs.
- Proven ability to manage budgets, funding requirements, and reporting obligations.
- Experience building and maintaining partnerships with community leadership, funders, and external organizations.
- Ability to work and communicate effectively with people from diverse backgrounds and expertise levels.
- Strong analytical skills to evaluate program effectiveness and support continuous improvement.
- Ability to advocate for wellness initiatives and resources at organizational and external levels.
- Excellent communication, decision-making, and conflict-resolution skills.
- High level of proficiency with Microsoft Office Suite and systems used for program management and reporting.
- Satisfactory Criminal Record Check (vulnerable sector).
- Class 5 Driver's License with a clean driver's abstract.
- A willingness to work flexible hours, including evenings and weekends, if required by events.

#### **What We Offer:**

In addition to standard employment benefits like paid vacation, and extended health coverage, we offer a total rewards package that reflects our commitment to wellness, culture, family, and community:

- |                                                     |                                                                   |
|-----------------------------------------------------|-------------------------------------------------------------------|
| • Health Spending Account                           | • Paid sick leave                                                 |
| • Employee Assistance Program (EAP)                 | • Family responsibility days,                                     |
| • On-site medical services                          | • Opportunities to participate in community events and activities |
| • Pension plan with employer contributions          | • Cultural learning and engagement opportunities                  |
| • Paid Indigenous, Federal, and Provincial holidays |                                                                   |
| • Paid winter office closure                        |                                                                   |

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

**Hourly Wage:** \$40.00 - \$45.00

#### **How to Apply:**

- Apply online at **katzie.ca** and navigate to *Career Opportunities*.
- In-person applications are welcome at the **Katzie Administration Building**.

*Every application is reviewed by a member of our HR team—your experience and story matter to us.*



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Katzie First Nation is seeking a caring and community-oriented **Wellness Program Support Worker** to support the delivery of wellness programs and activities that promote holistic wellbeing. Working under the direction of the Wellness Program Manager, this role provides frontline support to community members, assists with programming and outreach, and helps create welcoming, safe, and culturally grounded spaces for participation. This is a meaningful opportunity for someone passionate about community wellness, relationship-building, and culturally safe support.

#### **What You'll Do:**

- Provide front-line support in the delivery of wellness programs and activities that promote the physical, mental, emotional, and cultural well-being of community members.
- Support the facilitation of wellness sessions, workshops, and groups, including individual and small-group supports.
- Assist with outreach activities, including food bank support and supportive transportation, to help community members access wellness programming and related health services.
- Support group planning and preparation, including scheduling support, setup, materials preparation, and follow-up.
- Prepare and maintain program spaces, ensuring rooms, equipment, and supplies are ready for scheduled activities.
- Order, organize, and maintain program supplies and materials as directed, and communicate supply needs to the Wellness Program Manager.
- Provide basic administrative support related to program delivery, including attendance tracking, simple record-keeping, and calendar or activity logs.
- Support community members with navigation of internal and external resources, following established guidelines and referral protocols.
- Build respectful and trusting relationships with community members to encourage engagement and participation in wellness activities.
- Work collaboratively with the Wellness Program Manager and Health Department team members to support consistent, culturally grounded service delivery.
- Share observations and informal participant feedback with the Wellness Program Manager to support ongoing program improvement.

#### **What We're Looking For:**

- Lived experience, volunteer involvement, or practical exposure to community-based, health, or wellness environments.
- Completion of coursework in Social Work, Health, Human Services, or a related field is considered an asset.
- Understanding of First Nations cultures, values, and community wellness perspectives, with a demonstrated commitment to learning and cultural humility.
- Ability to build respectful and supportive relationships with community members in a culturally safe manner.
- Strong interpersonal skills, including listening, communicating clearly, and working effectively as part of a team.
- Ability to follow direction, program plans, and established procedures while supporting participants' needs.



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- Willingness to learn wellness program practices, referral processes, and basic documentation requirements.
- Ability to manage assigned tasks, follow schedules, and ask for guidance when needed.
- Basic computer literacy, including an ability to use Microsoft Office or other simple digital tools with training and support.
- Reliability, professionalism, and willingness to work flexible hours as required by program activities.
- Satisfactory Criminal Record Check (vulnerable sector).
- Class 5 Driver's License with a clean driver's abstract.
- A willingness to work flexible hours, including evenings and weekends, if required by events.

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