



Katzie Job and Training NEWSLETTER



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July 10, 2026

Job Openings:

KFNAHDS: Kitchen Assistant (Summer Student, ages 15 - 19).

Wellness Program Manager

Wellness Program Support Worker

External Job Postings

Upcoming Training:

SASET - Upcoming training.

Job Posting

Position Title: Kitchen Assistant (Summer Student, ages 15 to 19)

Organization: Katzie First Nation Affordable Housing Development Society (KFNAHDS)

Location: Pitt Meadows, BC

Position Type: Full-Time | Temporary Summer Position | Until September 30, 2026

Reports To: Kitchen Coordinator / Senior Program Manager

Pay: \$18.75/hour

About the Role

Key Responsibilities

- Assist with the preparation of daily meals and snacks for youth residing within the housing program.
- Support food preparation including washing, cutting, portioning, and organizing ingredients.
- Maintain cleanliness of kitchen workspaces, dishes, utensils, and food preparation areas.
- Assist with food deliveries, inventory organization, food storage, and stock rotation.
- Support daily kitchen setup, meal service, and end-of-day cleaning procedures.
- Follow all food safety, sanitation, and health regulations to ensure a safe kitchen environment.
- Contribute to creating a respectful, welcoming, and positive meal environment for youth within the program.
- Work collaboratively with kitchen and housing staff while learning workplace skills and professional responsibility.

Qualifications

- Current student or recent graduate eligible for summer student employment.
- Previous kitchen, food service, volunteer, or customer service experience is considered an asset, but not required.
- Interest in culinary arts, community services, or youth support work is an asset.
- Strong willingness to learn and work in a team-based environment.
- Ability to work respectfully with Indigenous youth and within a culturally safe community environment.
- Positive attitude, reliability, and strong communication skills.
- Food Safe Certification is an asset, but not required.
- Reliable transportation to and from the worksite.

Working Conditions

- On-site role supporting KFNAHDS' youth housing program in Pitt Meadows.
- Fast-paced kitchen environment requiring teamwork, flexibility, and attention to detail.

- Physically active role requiring standing for extended periods and light to moderate lifting.
- Opportunity to gain meaningful workplace experience while supporting youth wellness and community care.

How to Apply

Please submit your **resume** and a brief **cover letter** outlining your interest in the position to:

Amy Matthias

Email: amatthias@KFNAHDS.ca

Posting will remain open until filled.



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.



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.

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

Job Type: Full-time, Permanent

Hourly Wage: \$25.00-\$30.00

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