



Katzie Job and Training NEWSLETTER



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June 12, 2026

Job Openings:

[Wellness Program Manager](#)

[Wellness Program Support Worker](#)

External Job Postings

[FHNIC: Indigenous Housing Data & Program Support Summer Student](#)

[Census Enumerator](#)

Upcoming Training:

[SASET - Upcoming training](#)



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

How to Apply:

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

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JOB DESCRIPTION – Indigenous Housing Data & Program Support Summer Student

First Nations Housing & Infrastructure Council - 2026

OVERVIEW OF THE POSITION

Reporting to the Program Manager and supporting the Urban, Rural, and Northern Indigenous Housing Strategy (URN) and Reaching Home programs, the Indigenous Housing Data & Program Support Summer Student will assist with administrative coordination, data management, CRM updates, research, and program support activities.

This position provides an opportunity for a student to gain hands-on experience in Indigenous housing initiatives, program administration, community engagement, and project coordination while supporting important work related to housing and homelessness for First Nations communities across British Columbia.

The Summer Student will work closely with the Housing and Infrastructure team to support data organization, intake tracking, reporting preparation, and communication activities that contribute to the successful delivery of FNHIC programs and services.

KEY RESPONSIBILITIES

The Indigenous Housing Data & Program Support Summer Student will assist with the following:

1. Data & CRM Support

- Assist with reviewing, updating, and maintaining CRM and contact databases.
- Support data entry and quality assurance activities for URN and Reaching Home applications.
- Help organize electronic records, project files, and member information.
- Review and verify community and organizational contact information.
- Assist in identifying missing or incomplete program data.
- Support development of tracking spreadsheets and reporting tools.

2. Program Administration Support:

- Assist with organizing meetings, workshops, and engagement sessions.
- Support preparation of agendas, meeting materials, presentations, and notes.
- Assist with monitoring general program inboxes and organizing correspondence.
- Help prepare summaries, spreadsheets, and program reports.
- Support intake tracking and application organization processes.
- Provide general administrative support to the Housing and Infrastructure team.

3. Research & Engagement Support

- Conduct research related to Indigenous housing, homelessness, community infrastructure, and funding programs.
- Assist in compiling information on First Nations communities, housing organizations, and service providers.
- Support outreach and engagement preparation for communities and partners.
- Assist with preparation of educational and communication materials

4. Organizational & Team Support

- Participate in team meetings and planning sessions.
- Maintain confidentiality of sensitive information and records.
- Support internal process improvements and organizational systems.
- Other duties as assigned.

Other duties as assigned/required.

Learning Opportunities

The Summer Student will gain exposure and experience in:

- Indigenous housing systems and policy



- URN and Reaching Home programs
- Program and project coordination
- CRM and database management
- Community engagement processes
- Government funded program administration
- Indigenous led housing initiatives
- Professional communication and reporting

Critical Skills

- Strong organizational and time management skills
- Strong attention to detail and accuracy
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively
- Professional and respectful communication style
- Comfortable learning new software and systems
- Ability to maintain confidentiality
- Interest in Indigenous housing, community development, or public administration

Education and Experience

Required:

- Current post secondary student in Business Administration, Indigenous Studies, Public Administration, Social Sciences, Information Management, Community Planning, Project Management, Office Administration, Finance Administration, or a related field.
- Strong computer skills, including proficiency in Microsoft Office Suite (Teams, Outlook, Word, Excel).
- Strong knowledge and understanding of online tools, including webinars, virtual conference software (ex: Zoom/Teams)

Preferred:

- Previous administrative experience in an office environment is considered an asset.
- Experience working with Indigenous communities or organizations is an asset.
- Familiarity with CRM systems, databases, spreadsheets, and online administrative systems is considered an asset.
- Experience supporting programs, projects, research, or data management activities is an asset.
- Knowledge of Indigenous housing, homelessness, or community development initiatives is an asset.

Compensation & Term:

This is a full-time summer student position for a 13-week term anticipated to begin on or around June 15, 2026 and conclude in September 2026. The successful candidate will work 35 hours per week at a rate of \$22.00 per hour. This position is remote/home based with minimal travel requirements.

Application Information

Applicants are invited to submit a resume and cover letter outlining their interest and qualifications for the position.

Please submit applications by Friday, June 19, 2026 to:

Ryan Oliverius
Program Manager, URN & Reaching Home
First Nations Housing & Infrastructure Council (FNHIC)

Email: ryan.oliverius@fnhic.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



Statistics
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Census
2026



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



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

After applying online at 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



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4690 Salish Way
Agassiz, BC
Phone: 604-796-2116

SASET—Seabird Office
2895 Chowat Road
Agassiz, BC
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