



Health and Wellness Manager Job Description

Start Date: Determined ASAP after a suitable candidate is identified

Compensation: Salary range \$80,000-\$90,000 commensurate with training and experience, plus extended health benefits and pension matching.

Terms: Full-time at 37.5 hrs/wk

2-year term with the possibility of extension (6-month probationary period)

Reports To: Director of Operations (DOO)

Location: Within Kwakwaka'wakw region, a mix of office and fieldwork

Deadline To Apply: Open until filled **Review Selection Begins:** April 1, 2025

Position Summary

The Health and Wellness Manager oversees developing, implementing, and monitoring programs that promote health, wellness, and mental well-being for community members, staff and partners. This role ensures alignment with the Nawalakw mission and strategic plan to connect our people with our lands, language, and culture and create pathways to holistic wellness.

Responsibilities

- Expand the impact of Nawalakw to include health and wellness programs for adults, using our youth camps as a model.
- Develop, implement, and evaluate health and wellness programs, policies, processes, and initiatives, ensuring alignment with our short-/long-term goals.
- Plan and facilitate health and wellness events, retreats, or activities.
- Coordinate with Camp, Language, Training and Administrative teams to provide a consistent set of opportunities in our remote location, hi'mānis ka'kutla'atsi.
- Oversee the delivery of culturally appropriate mental health and wellness supports for staff and community members.
- Partner with Skills Development Coordinator to provide access to training, resources, and workshops to enhance overall well-being.
- Coordinate partnerships and programming with external health and wellness organizations and service providers.
- Monitor program outcomes and report progress to leadership.
- Participate in strategic planning related to health and wellness initiatives and lead the development of a multi-year plan to increase impact.
- Make decisions and provide recommendations on program structure, priorities, funding sources and resource allocation.
- Assist with grant applications and reporting related to health and wellness initiatives.
- Contribute to organization-wide strategic planning efforts, including recommendations for program expansion and diversification.

Staff Leadership and Management

- Work with the Director of Operations, supported by Human Resources, to build a team to support health and wellness programming at Nawalakw.
- Supervise and support the Health and Wellness team, including internal employees and coordinators, and external facilitators and wellness practitioners.
- Partner with the Training and HR departments to provide mentorship and professional development opportunities for staff and support staff in crisis management or health and wellness-related challenges.
- Ensure effective day-to-day operations of wellness initiatives, addressing any challenges that arise.

- Lead Health and Wellness Team to implement operational plans for health and wellness programs in alignment with the Nawalakw strategic plan.

Administrative and Financial Oversight

- With administration, develop and manage budgets for wellness programs, ensuring financial sustainability.
- Work with the fundraising team to support proposal writing and reporting related to health and wellness initiatives, as well as support building relationships with current and potential funders and donors.
- Maintain accurate records, reports, and evaluations to support program growth, impact measurement and funding opportunities.
- Ensure compliance with policies, procedures, and funding requirements.

Client/Partner Relationships

- Serve as a liaison to community partners, health directors, and clients, offering tailored guidance and resources to foster collaborative wellness initiatives.
- Provide culturally informed advisory services and act as a wellness advocate.

Qualifications

Required:

- Bachelor's degree in health sciences, social work, psychology, or a related field OR equivalent experience in wellness program development and management.
- Minimum of 3-5 years of experience in health or wellness program management.
- Experience working with Indigenous communities and an understanding of culturally grounded wellness approaches.
- Knowledge of Kwakwaka'wakw culture, traditions, and healing practices.
- Strong facilitation and program development skills.
- Excellent leadership, communication, and relationship-building abilities.
- Training or valid certification in trauma-informed care, Indigenous wellness practices, or mental health first aid.
- Commitment to ongoing professional development, for yourself and the organization, including but not limited to culturally informed health practices, wellness trends, mental health supports and community engagement.

Preferred:

- Proficiency in Microsoft Office and Google Suite.
- Valid BC Driver's License and access to reliable transportation.
- Experience working in remote locations and land-based healing initiatives.
- Familiarity with grant writing, impact tracking and program evaluation.

Work Conditions & Additional Information

- Full-time position, preferred for a candidate based within Kwakwaka'wakw territories.
- Requires office work, travel, and fieldwork in remote locations, like hi'manis ka'kutla'atsi.
- Some evening and weekend work may be required for community-based programming.
- Competitive salary and benefits package available.
- Ongoing coaching and team training opportunities.