



NAK'AZDLI WHUT'EN

P.O. Box 1329, Fort St. James, B.C. V0J 1P0

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JOB POSTING

Prevention Program Manager

Type	Full-Time
Supervisor	Aileen Prince
Location	Fort St. James, BC
Salary	\$90,000 + based on education, skills and experience
Open Positions	1

About Us

Nak'azdli Whut'en is a proud Dakelh First Nation located near Fort St. James, British Columbia. Our community is deeply rooted in Dakelh culture, language, and values, emphasizing a connection to the land and a commitment to the well-being of our people and to our Community Vision Plan. We are dedicated to creating inclusive and supportive services that reflect our culture and respect the unique perspectives and needs of our members. At Nak'azdli Whut'en, we strive to provide community-focused services that uphold Indigenous values and address the distinct challenges facing our community.

We recognize that skills and experience can be gained in many ways. If you are interested in this role but do not meet all of the listed qualifications, we still encourage you to apply. We are committed to supporting growth through mentorship and development opportunities. We strongly encourage applications from community members and First Nations, Inuit, and Métis individuals, and neurodiverse individuals whose knowledge, perspectives, and lived experiences are valued and essential to our work.

Position Summary

Prevention Program Manager will manage the programs and services operating under the Prevention umbrella. Oversight will include management of budgets, program evaluations, staffing and staff training and development. The OM will ensure the programs and services are being delivered to the community appropriately and that evaluations and mitigation are ongoing.

Reporting to funding sources and Director of Community Services. Community presentations will be required on a regular basis.

Key Responsibilities:

- Oversee the operations of the programs and services under the Prevention umbrella
- Recruit and hire staff
- Training and development of staff
- Develop and manage budgets
- Oversee File and Document management

- Reporting to funding sources including audit information
- Quarterly written reporting to Director of Community Services

Qualifications:

- Post Secondary education in Social Work, Indigenous Studies, FN Administration or related fields, and a minimum of 5 years experience in program management or 10+ years of First Nations Administration in a related position.
- Demonstrated ability to work in a multidisciplinary team environment
- Strong understanding of all laws affecting children and families including UNDRIP
- Trauma informed practice training and understanding
- Strong interpersonal communication skills, both written and verbal
- Excellent written skills with high-level knowledge of document development and computer skills.
- Employment within a First Nations community services field will be an asset.
- Project Management certificate will be considered an asset
- Driver's License and reliable vehicle required
- Clear Criminal Record Check and Driver's abstract

Skills and Knowledge:

- Strong understanding of program and service administration
- Strong understanding of First Nation history, culture and organizational structures
- Demonstrated ability to multitask with high degree of organizational skills
- High degree of accountability
- Strong technical skills with computers and software
- Ability to work with on-line web programs as needed
- Ability to work independently and within a team-based environment
- Clear understanding of confidentiality and ethics

Working Conditions:

- Normal work hours are 8:00am to 4:00 pm, Monday to Friday
- Work hours may include evenings or weekends but can be flexed
- Office work for the majority of the days, along with monthly meetings
- Travel may be required
- Strong health and pension benefits package upon completion of probation period
- Supervised by the Director of Community Services

Wages and Benefits

- Health and Dental Benefits
- Healthy Pension Plan
- Other benefits as approved by Council
- All benefits will commence after successfully completing the probationary period.

Indigenous Commitment Statement

"Nak'azdli Whut'en is committed to fostering a culturally safe and inclusive work environment that reflects the values, traditions, and aspirations of Indigenous peoples. We actively encourage and prioritize applicants from First Nations, Métis, and Inuit communities to apply. We recognize the importance of cultural knowledge and experience, and we honor and respect Indigenous ways of knowing and being."

Application Instructions

Nak'azdli Whut'en offers the opportunity to lead with purpose and create meaningful change for our community. You will have the chance to shape the future, empower a talented team, and build a legacy that reflects our values and aspirations. If this aligns with your career goals, we encourage you to apply directly through our job posting. You can also send us your resume, cover letter, and three references by email to jobs@nakazdliwhuten.ca.

Accommodations are available upon request throughout the recruitment process. We thank all applicants, however, only candidates selected for interviews will be contacted.

Closing Date: Oct 30, 2026 at 4:00 p.m.