

Supporting Wellbeing Project Coordinator

Location: Flexible within NWT

Opportunity to work either part time or full time

Part time \$30,000 - \$ 45,500 – 20 hours/week + comprehensive benefits

Full time \$70,000 - \$85,000 – 37.5 hours/week + comprehensive benefits

About Supporting Wellbeing:

Supporting Wellbeing (SWB), a project on MakeWay's shared platform, is an emerging training program based out of Somba K'e/Yellowknife. Our work focuses on providing tools and resources for people who deliver land-based programming that will better prepare them to mitigate and respond to mental health challenges on the land. We envision a future where Northern residents have access to on the land programs that are culturally affirming and trauma-informed, supporting and strengthening Indigenous cultures, languages, and ways of life throughout the North. Supporting Wellbeing is guided by our values:

- Reciprocity: With oneself, the land, and each other.
- Inclusiveness: Accepting, welcoming, and being intentional about diversity, and celebrating one's strengths.
- Accountability: Mutual accountability to each other, the land, our partners, and ourselves.
- Wellbeing: Mental, physical, emotional, and spiritual facets are balanced and nurtured together to create a holistic level of wellbeing in which all four areas are strong and healthy.
- Indigenous Self-Determination: Supporting Indigenous sovereignty, rights and the value of Indigenous knowledge and ways of being.

Learn more about our [Strategic Plan](#)

Outline of Position:

The Project Coordinator is responsible for assisting with the coordination and delivery of Supporting Wellbeing trainings across the North. This position is driven by community needs and is expected to work collaboratively with partner organizations and governments. This position will support in the delivery of Supporting Wellbeing trainings, communications, and the development of community partnerships. This position will include travel, a flexible workplace schedule, and time on the land. The incumbent will work closely with the Project Director.

Responsibilities:

Lead aspects of the Supporting Wellbeing work plan:

- Coordinate and deliver at least four Supporting Wellbeing trainings a year in various communities of the NWT.



- Communicate and advocate for the benefits of Supporting Wellbeing via weekly social media posts, monthly blog posts, annual reports, and presentations to stakeholders.
- Develop and nurture positive working relationships with key stakeholders including program participants, advisory council, steering committee, partners, community agencies, and service providers.
- Develop resources and program supports.
- Support the diverse needs of communities by creating resources, creating a working database of funding opportunities, providing professional development opportunities and support to facilitators.

Financial/Budget

- Assist in the administration of the Supporting Wellbeing budget.
- Coordinate and work with contracted agents on an as needed basis.
- Complete and submit invoices and receipts as required.
- Maintain an active record of program revenues and costs.

Administrative duties

- Respond to general requests via phone, email, and social media.
- Organize trainings and gatherings, including booking travel, facilitators, mentors, catering, emotional support people, land-based activities, and venues.
- Lead communications for the organization, including website, promotion, and social media.
- Foster, develop, promote, and maintain relationships and partnerships with communities, community organizations, program participants, and stakeholders.
- Order, track, and maintain inventory for program delivery.
- Issue and monitor program certifications.
- Attend Supporting Wellbeing Steering Committee and Advisory Committee meetings when requested.

Education, Skills, and Knowledge Required:

To satisfy the expectations of Supporting Wellbeing, the incumbent should have the following qualifications or equivalencies:

- Demonstrated experience in program planning, implementation, problem solving, and evaluation skills.
- Demonstrated experience working with northern Indigenous communities, including experience in Indigenous and community engaged approaches to education and programming.
- Commitment to an anti-oppressive and decolonial workplace.



- Experience with communication tools (Adobe, Canva, Wordpress, etc.) and social media platforms is an asset.
- Ability to work both independently and with a collaborative team.
- Previous experience in any of the following areas: Indigenous education, land-based education, mental health service provision, communications, event planning or community partnership building.

In addition, the incumbent should be:

- Strong in self-motivation and be self-directed
- Organized
- Excellent communicator
- Supportive and understanding of mental health needs

Working Conditions

Significant travel and time on the land is anticipated.

Physical Demands

Most of the incumbent's time is spent working in an office setting, performing general office duties or networking with current and potential partners. The successful applicant will spend approximately 75 percent of their time performing administrative duties. Regular computer usage should be expected.

Some work time is spent attending training activities both indoors and outdoors.

Subject to operational demands, the incumbent may be expected to work evenings and weekends which will be compensated through flex or lieu time.

Environmental Demands

Environmental demands are those typically associated with an office position. Some work time is spent leading training activities in outdoor and indoor settings. Periodic travel will be required which may result in exposure to the extremes of our Northern climate.

Sensory Demands

The office environment includes fluorescent lighting and online meetings.

Mental Demands

There is potential for multiple aspects of the project to be ongoing all requiring attention and concentration. Multitasking may be required for long periods of time. The position may require travel to small communities within the NWT. The training is focused on mental health topics, including but not limited to suicide, intergenerational trauma, residential schools, conflict, etc.



The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

How to apply

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.
4. Briefly tell us about your current/most recent job. Why are you looking for a change?

Please send your resume and cover letter with your responses to the above questions to rachel@supportingwellbeing.ca by May 7, 2023.

If you have any questions about the role or Supporting Wellbeing, please email rachel@supportingwellbeing.ca or call 867-446-5961.

For more information about Supporting Wellbeing and MakeWay, please visit:

www.supportingwellbeing.ca

<http://makeway.org/approach/shared-platform/>

***As Supporting Wellbeing is on MakeWay's Shared Platform,
the selected candidate will be an employee of MakeWay.***

***MakeWay is strongly committed to creating a diverse workplace environment and
we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***



MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please

