
SUPPORTING WELLBEING

INTERIM PROJECT DIRECTOR

\$100,000 - \$130,000

Flexible within North

14-month term position | 37.5 hours/week | Comprehensive Benefits

ABOUT SUPPORTING WELLBEING

Supporting Wellbeing (SWB), a project on MakeWay's shared platform, is a 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.

[Click here to view our 2022-2027 Strategic Plan.](#)



OUTLINE OF POSITION

The Project Director is responsible for the direction and delivery of Supporting Wellbeing. We are seeking a qualified and energetic self-starter to lead the management, administration and coordination of Supporting Wellbeing's programs and strategic plan. The incumbent is responsible for the Project's strategies, staffing, basic administration, financial planning, program delivery, evaluation, and fundraising. They also act as the main point of contact between the Project, the MakeWay Support Team, and the MakeWay senior management team. The Project Director is delegated the authority and responsibility to oversee all aspects of the Project's work. The Project Director reports directly to the Steering Committee and Advisory Council.

RESPONSIBILITIES

Strategic Leadership, Management, and Administration

- Acting as the first point of contact for Supporting Wellbeing.
- Defining and evaluating long-term mission and short-term goals.
- Planning for successful achievement of Project goals and implementing work plans.
- Liaising with Makeway support team to ensure effective operations and compliance with charitable regulations, policies, and procedures.
- Ensuring compliance with all grant agreements supporting Supporting Wellbeing activities
- Directing flow and review of all correspondence to ensure deadlines are met.
- Overseeing the preparation and delivery of regular activity reports to the Steering Committee and Advisory Council.
- Preparing a yearly report on Supporting Wellbeing projects/activities to support fundraising and promotional efforts.

Financial Administration

- Ensure the financial health of the project by implementing a fundraising strategy to secure a strong, diversified, and sustainable funding base through grant writing and funder stewardship.
- Developing financial goals and budgets, including monitoring and tracking expenditures for project budgets, reconciling expenditures and credit card payments and processing in accordance with MakeWay guidelines.
- Lead the preparation of the annual budget for the Steering Committee and MakeWay approval and prepare regular budget updates



Human Resources

- Create a highly desirable and supportive place to work for all staff and volunteers, including but not limited to, weekly one-on-one check-ins, monthly staff meetings, coordinating an in-person Committee/Council meeting, and providing meaningful gifts.
- Communicating to Project employees the goals, policies, and principles of the Project.
- Maintaining familiarity with human resources guidelines, policies and practices.
- Contracting and supervising the work of existing and additional employees and contractors as necessary to support Supporting Wellbeing activities, in accordance with MakeWay guidelines.
- Ensuring that paperwork for new employees is completed and submitted, and that vacation and sick leave is reported to People, Engagement and Learning.
- Enhance staff capacity by ensuring that annual performance evaluations are carried out, providing professional development opportunities that align with job descriptions, and hiring and training new staff members.
- Advising People, Engagement and Learning and the Human Resources Committee of any personnel issues as soon as they arise.

Policy

- Develop and implement clear policies, procedures, and organizational structures that align with Northern Indigenous worldviews.
- Maintain Supporting Wellbeing's policy documents. All current policy documents will be stored in the shared Google Drive.
- Having policies ratified by the Steering Committee.
- Ensuring that Project activities comply with all MakeWay policies and procedures.
- Required to notify the Steering Committee when they are in violation of their own policies.

Program Delivery & Oversight

- Support Project Coordinator to deliver at least four adaptable and accessible Supporting Wellbeing trainings throughout the North
- Deliver at least one Facilitator Training in a different region each year.
- Train and mentor at least two informed and practiced facilitators in each region.



- Develop and deliver a biannual Master Facilitator Training.
- Provide tools, resources and mentorship, and professional development opportunities for facilitators.
- Ongoing evaluation of the Supporting Wellbeing trainings and curriculums to sustain relevance.
- Explore partnering and adapting the curriculum in Northern communities outside the NWT.
- Developing a health and safety plan for all programs in partnership with Makeway.
- Assisting Coordinator in ensuring program gear is properly maintained and stored.
- Update Supporting Wellbeing curriculums ensuring that diverse Indigenous Northern voices are heard and included.

Outreach & Advocacy

- Develop and sustain reciprocal relationships with Indigenous governments/organizations that respect community priorities and ways of working.
- Identifying intersecting issues and potential strategic alignment among regions, and at the territorial and circumpolar level.
- Maintain relationships with key stakeholders and manage the organization's public relations activities.
- Serve as one of the primary spokespersons for the organization in media interactions.
- Oversee the creation and distribution of resources that support community-identified land-based and wellbeing needs.
- Increase capacity for providing emotional support at land-based events and programs.
- Oversee the development and implementation of a strategic communications plan.
- Oversee the implementation of the communications work plan.
- Provide workshops at events, conferences, gatherings, etc drawing from the SWB curriculum.
- Present at conferences, events, gatherings, etc. about Supporting Wellbeing.



Skills and Qualifications

1. Leadership & Management

- Experience or education in non-profit management, business administration, program management, or a related discipline.
- Experience managing staff and contractors, including supervising performance management processes, staff support, evaluation, and conflict resolution.
- Experience reporting to and working collaboratively with a Board of Directors or Steering Committee.
- Demonstrate initiative and productivity under minimal supervision.

2. Indigenous Values & Community Engagement

- Model and honour Indigenous values—respect and honour Indigenous cultural values and priorities.
- Demonstrated experience working with northern Indigenous communities, including experience in Indigenous and community-engaged approaches to education and programming.
- Experience or education in education, social work, Indigenous studies, land-based programming, mental health work, or a related discipline.
- Ability to network with government, business, philanthropic, and non-profit agencies.

3. Program & Project Skills

- Strong program planning, implementation, problem solving, and evaluation skills.
- Ability to work both independently and with a large collaborative team of diverse skill sets.
- Experience establishing relationships, fostering trust, and strengthening existing connections and networks with stakeholders.
- Ensuring safety standards and protocols are followed at all programs.

4. Financial & Fundraising Management

- Demonstrated ability to manage and oversee budgets and expense tracking in the range of \$500,000–\$1,000,000.
- Proven experience securing funding, including writing successful proposals and consistently meeting reporting requirements and submission deadlines.



5. Practical Requirements

- Hold a valid driver's license.
- Experience with Google Suite, Asana, Microsoft, Adobe PDF, Zoom or Google
- Be flexible to adapting work hours to accommodate meetings and programming as needed, including evenings and weekends.
- Be willing to travel as needed.
- Be willing and able to carry camping equipment (up to 50 lbs) up and down stairs and to program sites.
- Comfortable working in land-based settings, staying in tents or cabins heated by woodstove, and travelling to coordinate programs onsite.

In addition, the incumbent should be:

- Strongly self-motivated
- Well organized
- An excellent communicator

Working Conditions

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 60-70 percent of their time in an office. Regular computer usage should be expected.

Some work time is spent leading training activities both indoors and outdoors. The incumbent should be willing and able to carry up to 50lbs, working in land-based settings, and travelling as needed.

Subject to operational demands, the incumbent may be expected to work and/or travel evenings and weekends.

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, isolated communities within the NWT.

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

Please send your resume, cover letter, and three references to **Rachel Cluderay** at rachel@supportingwellbeing.ca by **March 22, 2026**.

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

<https://supportingwellbeing.ca/>

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

MakeWay is made up of two legal entities – MakeWay Foundation and MakeWay Charitable Society. MakeWay Charitable Society is an operating charity that houses 60+ environmental and social change projects across the country, also known as the [Shared Platform](#). As Supporting Wellbeing is a project on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.



Supporting Wellbeing and MakeWay are strongly committed to equity and creating a diverse workplace community. We strive to reflect the diversity of our society on our teams and to provide a respectful workplace and equal working opportunities for all employees and applicants. We welcome and encourage applications from the communities we serve and for all qualified applicants to apply. If you require accommodations at any point during the application or hiring process, please contact rachel@supportingwellbeing.ca.

Our sincerest appreciation to all those expressing interest in this position!

Only those applicants invited for an interview will be contacted. Thank you!

