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# SUPPORTING WELLBEING PROGRAM COORDINATOR

\$77,000-90,000

Yellowknife, NT

37.5 hours/week | Comprehensive Benefits | Annual Salary Increases  
1-year contract with funding dependent extension

## 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.

[Strategic Plan](#)

## OUTLINE OF POSITION

Reporting to the Project Director, the Program Coordinator is responsible for leading the coordination and delivery of Supporting Wellbeing programming across the North. This position is driven by community needs and is expected to work collaboratively with partner organizations and governments.



The Program Coordinator works closely with community partners, facilitators, and contractors to organize trainings or gatherings, strengthen relationships, and support the ongoing growth of the program. This role requires strong organization, collaboration, and adaptability, and includes travel, flexible work hours, and time spent on the land. The incumbent will work closely with the Project Director.

## RESPONSIBILITIES

### PROGRAM COORDINATION & DELIVERY

- Develop and coordinate the annual Supporting Wellbeing training schedule.
- Coordinate and support the delivery of at least four Supporting Wellbeing trainings each year in communities across the North.
- Support the planning and delivery of the Supporting Wellbeing Facilitator Training (every two years)
- Support the planning and delivery of the annual Facilitator Gathering.
- Work with community partners to plan trainings and gatherings, including but not limited to booking venues, organizing catering, land-based activities, and hiring local support roles.
- Meeting regularly with community partners to plan and adapt trainings based on local priorities
- Coordinate logistics such as travel, accommodations, venues, catering, and materials.
- Hiring and coordinating facilitators, mentors, emotional support workers, knowledge holders and other contractors.
- Prepare contracts, processing invoices, and ensuring honoraria and contractor payments are submitted on time.
- Lead post-training debriefs with facilitators, partners, and staff to reflect on successes, challenges, and learning.
- Collect feedback and supporting evaluation to strengthen future programming.
- Facilitate the SWB training when needed (training provided).
- Support participants with registration and communication when needed
- Order, track, and maintain program materials and supplies.

### PARTNERSHIPS & COMMUNITY ENGAGEMENT

- Build and maintaining strong, respectful, and reciprocal relationships with community partners, governments, facilitators, and service providers.
- Support community outreach and engagement to strengthen awareness of Supporting Wellbeing and its offerings



- Help create opportunities for diverse Northern Indigenous voices to shape and strengthen Supporting Wellbeing curriculum and programming.
- Provide tools, resources, mentorship, and professional development opportunities for facilitators.
- Create and share resources that respond to community-identified wellbeing and land-based needs.
- Represent Supporting Wellbeing at community events, gatherings, workshops, and conferences when needed.

## ADMINISTRATION & PROGRAM SUPPORT

- Support program evaluation and continuous improvement to sustain relevance, including collecting feedback, data entry, and tracking program activities.
- Support training and gathering budgets by tracking expenses, revenues, and program costs.
- Complete and submit invoices, receipts, and other financial documentation in a timely manner.
- Respond to general requests via phone and email.
- Maintain organized records of program activities, expenses, contractor information, and program materials.
- Attend Steering Committee and Advisory Committee meetings as requested.
- Order, track, and maintain inventory for program delivery.

## SKILLS & QUALIFICATIONS

Supporting Wellbeing recognizes that experience can come from many places – paid work, community roles, lived experience, land-based learning, and formal education. If you feel that you are a fit for this role, we encourage you to apply.

Experience or education in any of the following areas is considered an asset: Indigenous education, land-based education, mental health or community wellbeing work, event planning or coordination, or community partnership building.

### 1. Indigenous Values & Community Engagement

- a. Model and honour Indigenous values and ways of working
- b. Experience working with Northern Indigenous communities using community-led approaches
- c. Understanding of and respect for Indigenous values, community priorities, and land-based approaches to wellbeing.
- d. Commitment to working in an anti-oppressive, trauma-informed, and decolonial way.



## 2. Program Coordination & Logistics

- a. Experience coordinating programs, events, trainings, or community initiatives.
- b. Strong organizational skills and ability to manage multiple priorities and timelines
- c. Experience working with contractors and coordinating deliverables.
- d. Experience supporting program planning, implementation, and evaluation.
- e. Experience tracking budgets, expenses, and program administration.

## 3. Relationship & Communication Skills

- a. Strong relationship-building and communication skills.
- b. Experience working collaboratively with partners, facilitators, and community members.
- c. Ability to support trust-building and maintain positive working relationships.
- d. Strong listening, empathy, and adaptability skills.

## 4. Practical Requirements

- a. Valid driver's license
- b. Ability to travel for a week or longer to remote Northern communities or land-based camps
- c. Ability to adapt working hours to accommodate meetings and programming as needed, including some evenings and weekends.
- d. Comfortable to work in land-based settings, including staying overnight in tents or cabins heated by wood stove and/or travelling by boat, skidoo, or other means.
- e. Ability to carry equipment (up to 50lbs) up and down stairs, and to program sites.
- f. Comfort using digital tools such as Google Suite, Canva, Asana, Microsoft Office, Adobe PDF, RingCentral, etc.

## WHO YOU ARE

You are someone who:

- Leads with respect, care, and accountability
- Works well both independently and as part of a collaborative team
- Builds strong relationships grounded in trust and reciprocity
- Is organized, dependable, and self-motivated
- Adapts well to changing plans and community needs
- Solves problems in a practical and resourceful way
- Listens deeply and supports others with empathy
- Brings calm, clarity, and care into complex coordination work.



## **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 70 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. The incumbent can work from home as long as it does not interfere with their productivity and they are in the office for in-person meetings and trainings.

### **SENSORY DEMANDS**

The office environment includes fluorescent lighting, online meetings, and sharing an office space with other staff members.

### **MENTAL DEMANDS**

There is potential for multiple aspects of the project to be ongoing all requiring attention and concentration. Prioritization 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 work experience. 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](mailto:rachel@supportingwellbeing.ca) by May 18, 2026 or until position is filled.

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



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

[www.supportingwellbeing.ca](http://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

