



The Nisichawayasihk Cree Nation (NCN) Family and Community Wellness Centre provides integrated services that support the health, safety and well-being of all NCN members and families. The organization brings together child and family services, public and community health, and family wellness programming under a community-driven model rooted in culture, respect and accountability. Through these services, the Wellness Centre plays a vital role in supporting families, protecting children and strengthening the overall well-being of the Nation.

THE OPPORTUNITY

The Centre is seeking an Associate Executive Director (AED) to work alongside and report to the Executive Director. This senior, hands-on role takes responsibility for key organization-wide leadership work by supporting directors, coordinating priorities and follow-through, and providing continuity when the Executive Director is unavailable. Based in Nelson House, the role works across programs and with community and external partners, with some travel.

We are looking for a practical, grounded and approachable leader who brings people together, listens well, uses sound judgement and stays organized. The successful candidate will respect clinical and program responsibilities while helping the Centre work as one connected organization.

KEY ACCOUNTABILITIES

Reporting to the Executive Director, the AED provides day-to-day coordination and organization-wide leadership within written delegated authority. Key responsibilities include:

- Keep executive decisions, commitments, deadlines, approvals and reporting requirements organized and moving
- Coordinate corporate, program and community plans with clear owners, shared timelines and reliable follow-through
- Bring directors and teams together to solve shared issues and respond to urgent community needs
- Prepare briefings, correspondence and meeting materials, and provide hands-on calendar, records and administrative support
- Help leaders stay ahead of laws, policies, funding commitments, reporting requirements and organization-wide risks
- Coordinate complaints, incidents and administrative investigations with care, confidentiality and cultural safety
- Support directors, coaching, mentorship and succession planning, and help NCN members grow into leadership roles
- Build respectful relationships with NCN leadership, Citizens, Elders, partners, funders and governments; represent the Centre when asked
- Use delegated signing and decision authority responsibly and provide continuity when formally appointed by the Executive Director

QUALIFICATIONS

The ideal candidate understands Indigenous organizations and community services and can combine leadership with practical, hands-on support. They will bring:

- Experience coordinating complex work across health, child and family, community wellness or related services
- Strong planning, organization, writing and follow-through skills
- Sound judgement with confidential information, sensitive concerns, risk and urgent situations
- Ability to build trust and work respectfully with directors, community, partners, funders and government
- Collaborative leadership grounded in cultural respect, fairness, accountability and community wellness
- Comfort moving between senior responsibilities and practical administrative work

**Relevant education in social work, health, public administration or a related field is an asset. Equivalent experience and demonstrated commitment to community wellness will also be considered.*

The Nisichawayasihk Cree Nation Family and Community Wellness Centre Board is committed to building capacity within the Nation and prioritizes advancing NCN members into leadership roles. The successful candidate will be supported through access to tools, training, and advisory resources to support success in the role, while also contributing to the ongoing development of internal capacity across the organization and community.

Individuals interested in this opportunity will submit application packages, including a cover letter and resume, to rhartley@tipipartners.com.