



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Elders Coordinator – Term Part Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the Membership Services Manager, the Elders Coordinator is responsible for planning, coordinating, and delivering programs, meetings, and events that support and engage Elders within the community. This role ensures effective communication, organizes travel and logistics, maintains records and reporting, and supports the development of culturally relevant, land-based, and wellness-focused activities. The Elders Coordinator works collaboratively with internal departments and leadership to uphold Elders' programs, policies, and initiatives. This is a part-time position (21 hours per week) requiring flexibility to travel, including evenings, weekends, and occasional overnight stays.

Want to know more? You will..

- Organizes a minimum of six (6) annual social and/or educational events for Elders
- Coordinates and facilitates Elders' meetings, including preparing agendas and tracking action items
- Communicates upcoming Membership meetings and community events to Elders at least one week in advance
- Coordinates registrations, bookings, and travel arrangements for out-of-town events and excursions
- Develops and delivers program activities that incorporate cultural, land-based, leisure, and wellness components
- Plans and delivers annual special events (e.g., Christmas Dinner, Elders' Day, Flower Day, Indigenous Veterans Day, Nation-to-Nation gatherings, and Elders Gathering Conference)
- Supports the Elders Chairperson in preparing the annual report to Chief and Council
- Collaborates with Health & Wellness to coordinate workshops, outings, lunch-and-learns, and other Elders-focused initiatives

Community. Leadership. Pride.

Must Haves:

- Acceptable Criminal Records Check with Vulnerable Sector Search required
- Valid BC driver's license with an acceptable driver's abstract and access to reliable transportation is required; Class 4 driver's license would be considered an asset
- First Aid Level 1 or Emergency First Aid-Community Care required
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of the Westbank First Nation.

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The median hourly for this position is \$30.58

This is a Term Position ending March 31, 2027

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, May 03, 2026.