



## JOB DESCRIPTION

Position title	Department	Reports to
Indigenous Wellness Coordinator	Indigenous Wellness	Indigenous Wellness Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	January 5 <sup>th</sup> , 2026
Compensation		End Date
\$27 - \$30k DOE		December 31 <sup>st</sup> , 2026

### Reporting Relationship

This is a part time, hybrid position, the Indigenous Wellness Coordinator reports directly to the Indigenous Wellness Manager.

### Position Summary

The Indigenous Wellness Coordinator supports the Indigenous Wellness Program by managing administrative and operational tasks. This role is responsible for coordinating logistics, handling data and communications, and assisting with program activities and events to ensure smooth daily operations. Primary duties include clerical work and coordination to enhance program effectiveness.

### Key Duties & Responsibilities

#### Administrative Support

- Coordinate scheduling, maintaining calendars, and manage correspondence.
- Prepare agendas, take meeting notes, and distribute follow-ups.
- Maintain program files, participant records, and data systems.

#### Data & Reporting

- Enter participant data, attendance records, and pantry metrics accurately.



- Generate basic reports, summaries, and visual updates for review by Manager/Assistant Manager.
- Maintain confidentiality of sensitive information.

## **Communications Support**

- Draft and post approved updates to social media and newsletters.
- Create flyers, outreach materials, and simple graphics in Canva or Microsoft Office.
- Respond to basic inquiries and direct others to the appropriate staff, confirm appointments and rsmps and coordinate vendors under directive.

## **Event & Program Support**

- Support setup and takedown for events, Talking Circles, workshops, and pantry days.
- Assist with ordering supplies, preparing event materials, and coordinating logistics.
- Represent the program at events (tabling, check-ins, and distribution support).
- Provide day-of support for interns/volunteers assigned by the Assistant Manager.

## **Other Duties**

- Track worked hours and submit reports bi-weekly to the Assistant Manager.
- Attend weekly check-ins with the Indigenous Wellness team.
- Perform other support duties as assigned.
- Attend weekly one on one with the Indigenous Wellness Team to give updates
- Attend all staff meetings, and participate in Unkitawa Annual Events
- Attend all Unkitawa annual events, ensuring active presence, support, and hands-on participation throughout each event and providing on-site support to facilitate successful execution.

## **Requirements and Skills**

- Excellent communication and writing skills
- Proficient in Word, Excel, PowerPoint and Canva
- Ability to remain calm and handle multiple tasks
- Excellent time management skills
- Ability to coordinate and maintain scheduling
- Knowledge of traditional foods and medicines



## Minimum Qualifications

- Experience in administrative support, office management, or related field.
- Excellent organizational and time management skills.
- Skilled in Microsoft Office Suite and other pertinent software.
- Ability to work independently and collaboratively within a team.
- Preference for candidates with understanding of Indigenous communities, culture, and values.
- Must be in good standing with the community.
- Must possess or be able to obtain a valid food handler's card for food pantry support.
- Valid driver's license and reliable transportation
- Experience in social media and communications

## Compensation and Schedule

- Part-time, up to 32 hours per week
- Hybrid work allowed with Manager's approval
- Minimum of three days on site, two days off site
- Timesheets to be signed by Manager
- Flexibility to work some weekends and evenings.

## Additional Requirements

- Must be legally able to work in the USA - no visa sponsorship available.
- Only local candidates; relocation assistance not provided.
- Current food handler card required.
- **Unkitawa is proud to be an Equal Opportunity Employer** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.
- **Your Right to Work** - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

## Probation Period

All employees begin with a 60-day probation period from the date of hire or transfer to a new position. If at any time during this probation period you are not able to fulfill program obligations and duties or are unable to adapt to the work environment and team atmosphere, then you may be subject to reassignment to a different program or Release from employment (termination).

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.