



WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Bilijik • Sitanskisk • Welamukotuk

EMPLOYMENT OPPORTUNITY – Wolastoqey Tribal Council Inc.

Sport and Wellness Coordinator – Health Services

Location: Fredericton, New Brunswick, Canada

Term: One year with the possibility of renewal

Reporting to: Health Services Director

Date issued: August 12th, 2026

Deadline for application: August 30th 2026

About the Organization:

The Wolastoqey Tribal Council Inc. (WTCI) is a not-for-profit organization dedicated to providing capacity-building opportunities for member communities within the traditional Wolastoqey territory in New Brunswick. These member communities consist of Matawaskiye (Madawaska Maliseet First Nation), Wotstak (Woodstock First Nation), Bilijik (Kingsclear First Nation), Sitanskisk (St. Mary's First Nation), and Welamukotuk (Oromocto First Nation).

Visit our website for more information: www.wolastoqey.ca

Overview:

Reporting to the Health Services Director, the Sport and Wellness Coordinator is responsible for developing, coordinating, implementing and evaluating inclusive sport, recreation and other wellness programs for members. The coordinator will coordinate programming that enhances the physical, mental, emotional, social and cultural well-being of members of all ages. This role works collaboratively with members, Elders and Knowledge Keepers, partners, service providers and other WTCI departments to create accessible programming that reflect community priorities and promotion of lifelong wellness.

The Sport and Wellness Coordinator will coordinate and support initiatives including Learn to Play/Skate, Wolastoqey Sport Sponsorship program, harm reduction, healthy living, and seasonal cultural programming.

Job Responsibilities:

The Sport and Wellness Coordinator will be responsible for the following:

- Plan and coordinate sport, recreation, and wellness programs for community members of all ages
- Promote wellness and healthy living by developing inclusive programming that supports physical, mental, social, emotional and cultural well-being

- Collaborate with Elders, Knowledge Keepers, member communities, and partner organizations to identify needs and enhance program delivery
- Collaborate with relevant WTCI services and departments
- Coordinate community activities, events and workshops that encourage participation, healthy lifestyles and cultural engagement.
- Ensure programming is delivered in safe, respectful and culturally appropriate manner and in accordance with organizational policies.
- Research and identify funding opportunities related to sport and wellness programs
- Develop communication materials such as posters, handouts, social media content, and resource packets
- Coordinate established WTCI programs and events including Jays Care, Learn to Play Hockey/Skate, seasonal cultural programs
- Manage the Wolastoqey Sports Sponsorship program
- Participate in community engagement events
- Undertake additional tasks and responsibilities as assigned by the Health Services Director.

Job Requirements:

- Experience working within Wolastoqey communities, culture, language and traditions is an asset.
- Experience coordinating programs, events, sport and recreation activities, cultural activities.
- Ability to build positive relationships with community and partner organizations.
- Strong communication, organizational and interpersonal skills.
- Experience in managing budgets and reporting is an asset.
- Proficiency in Microsoft Office Suite and familiarity with design or communication tools is an asset.
- Ability to work flexible. This position includes evening and weekend work.

Additional Notes:

- Candidates who currently hold elected political office will not be considered for this position. Criminal Records Check with Vulnerable Sector Check. Valid driver's license and access to a vehicle with the ability to travel.

WTCI hires based on merit and are committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code

Remuneration is commensurate with qualifications and experience. The Wolastoqey Tribal Council Inc. offers competitive salary and benefits to our employees. The salary range for this position is \$52,000.00 - \$65,000.00. Working location is 35 Dedham St, Sitsansisk (Fredericton, New Brunswick).

Applications should be submitted in confidence via email, with the subject line "Sport and Wellness Coordinator" to: human.resources@wolastoqey.ca. The deadline for application is August 30th 2026

Note: Personal suitability will also be considered during the hiring process.