



## Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

### Manager of Musčim Services (MMS)

The Manager of Musčim Services (MMS) is a key member of the Community Services management team and plays an important role in strengthening family connections, cultural identity, and community belonging among KCFN Musčim. Musčim refers to the "KCFN people" who are under the care and protection of the KCFN Ha'wiih. Reporting to the Director of Community Services, the MMS provides leadership, direction, and oversight for programs and services that support Elders, youth, families, individuals with disabilities, funeral support, social and cultural programming, and overall community wellness.

Working closely with community members, staff, and external partners, the MMS helps create meaningful opportunities for connection through culture, traditions, events, mentorship, advocacy, and family support. This position leads a dedicated team while ensuring programs and services are delivered effectively, responsibly, and in alignment with KCFN values and priorities.

What's in it for you? We offer a competitive salary, opportunities to grow and develop professionally, a fantastic health benefits program, an attractive pension plan, and plenty of time off to support a healthy work-life balance. If you are passionate about community wellness, cultural revitalization, and making a positive difference in the lives of KCFN members, we'd love to hear from you!

***Please note:** This position is based in the Houpsitas (Kyuquot) and/or Campbell River administrative offices and requires regular travel to KCFN communities.*

The duties/tasks/responsibilities of the **MMS** include (but are not limited to):

- Lead and support Musčim Services staff and programs
- Oversee youth, Elders, funeral support, disability support, and community wellness initiatives
- Build strong relationships with families and community members
- Foster cultural connectedness, belonging, and intergenerational engagement
- Coordinate and support social, cultural, and community events
- Advocate for and connect members with appropriate supports and resources
- Support individuals and families experiencing challenges through referrals and partnerships
- Collaborate with internal departments and external service providers
- Assist with budgeting, planning, reporting, funding applications, and policy development
- Ensure programs and services are delivered effectively and within approved budgets
- Travel regularly to Houpsitas to build relationships and provide support
- Perform other duties as assigned

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**Madelyn Mason, Human Resources Advisor**

KCFN Human Resources Dept

1250-C Ironwood Street, Campbell River, BC, V9W 6H5

Tel: 250-287-2775

[www.kyuquotbc.ca](http://www.kyuquotbc.ca)

**Qualifications:**

- Bachelor's degree in social work, community services, psychology, counselling, public health, management, leadership, or a related field is considered an asset
- An equivalent combination of education and experience may be considered
- Minimum five (5) years of management or leadership experience in a related field
- Experience leading and developing teams
- Experience developing programs, policies, budgets, and funding proposals is considered an asset
- Strong communication, relationship-building, organizational, and conflict resolution skills
- Understanding of First Nations governance, BC Modern Treaties, and the concurrent law model is considered an asset
- Experience working with First Nations communities and knowledge of Nuu-chah-nulth culture is preferred
- Experience working in remote communities is an asset
- Valid driver's licence, reliable vehicle, and willingness to travel, including overnight stays
- Ability to obtain and maintain an acceptable enhanced Police Information Check
- Willingness to participate in required training and compliance requirements

**DATE RE-POSTED:** June 2, 2026

**START DATE:** ASAP

**STATUS:** Full-Time, 6 Month Term (35 hrs/week)

**CLOSING DATE & TIME:** Open until filled

**WAGE:** TBD

**BASED OUT OF:** Admin Offices in Housitas (Kyuquot, BC) or Campbell River, BC

**TO APPLY:** E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at [madelynm@kcfirstnations.com](mailto:madelynm@kcfirstnations.com) citing "MMS" in the subject heading of your e-mail.

***Applicants may request a copy of the job description by sending an e-mail request to Madelyn.***

***In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.***

***We thank all those who apply, however only those shortlisted will be contacted for interviews.***