



Employment Opportunity

Veronica Archibald Kamik

A Healing and Cultural Learning Lodge

Position Title: Executive Director

Reports To: Board of Directors

Location: Veronica Archibald Kamik Lodge (Wade Lake), Ontario

Term: Full Time, Permanent

About Veronica Archibald Kamik

Veronica Archibald Kamik (“VAK”) is an Indigenous healing and cultural learning organization established by Taykwa Tagamou Nation.

VAK is being developed as a culturally grounded, land-based place of healing, learning, wellness and community. Its programs and services bring together Indigenous culture, land-based approaches, community support and appropriate clinical and professional services.

Programs will be Indigenous-led, culturally grounded, trauma-informed, strengths-based and responsive to the needs of the individuals, families and communities served.

Opportunity

VAK is seeking an experienced, collaborative and culturally grounded Executive Director to lead the organization as it transitions from development and pilot programming into its next phase of organizational growth and service delivery.

Reporting directly to the Board of Directors, the Executive Director is VAK’s most senior employee and is responsible for the effective leadership and day-to-day management of the organization.

A significant early priority will be leading a meaningful engagement and program-development process to help define VAK’s new programming and service-delivery model. This work will involve engagement with Taykwa Tagamou Nation leadership and members, the VAK Board, Elders, Knowledge Keepers, community members, people with lived experience, employees, funders, service providers, clinical professionals and other partners.

The Executive Director will bring forward the results of this engagement in recommendations for the Board and Chief and Council consideration, including proposed programming, participant populations, staffing requirements, partnerships, facilities, budgets, safety standards, implementation timelines and measures of success.

The Board retains authority to approve major new programs, residential or treatment models, and material changes to VAK’s service model. The Executive Director will lead the research, engagement, planning and implementation work required to support informed Board decisions.

Key Responsibilities

Strategic Leadership and Board Support

- Provide leadership consistent with VAK’s mandate, cultural foundation, policies, strategic direction and approved priorities.
- Support the development of strategic plans, annual operating plans, budgets, organizational priorities and performance measures.
- Prepare regular reports on programs, finances, staffing, facilities, partnerships, funding commitments, risks and organizational performance.

- Clearly identify matters requiring Board direction or approval.
- Support the Board with policy implementation, organizational planning and the identification of emerging opportunities and risks.
- Ensure VAK's work reflects the teachings and legacy of Veronica Archibald and the priorities of Taykwa Tagamou Nation.
- Maintain strong relationships with Taykwa Tagamou Nation, community members, partner First Nations, service providers, funders and other stakeholders.
- Represent VAK professionally at community meetings, partnership discussions, funding meetings, events and other external forums.

Service-Delivery Model

- Plan and lead a structured engagement process to inform VAK's future programming and service-delivery model.
- Develop options and recommendations for the Board regarding the scope, sequencing and sustainability of future programs.
- Identify the cultural, clinical, operational, staffing, facility, transportation, food, safety, privacy, funding and partnership requirements associated with proposed programs.
- Develop processes for program evaluation, participant feedback, continuous improvement and outcome reporting.
- Ensure programs remain culturally aligned, participant-centred, community-informed, financially realistic and responsive to VAK's mandate.

Organizational and Operational Management

- Lead VAK's daily operations within approved policies, budgets and delegated authority.
- Develop and maintain effective operational procedures, administrative systems and internal controls.
- Oversee the Lodge Maintenance team and ensure associated facilities are safe, maintained and prepared for approved programming, ceremonies, community events and organizational activities
- Establish systems for risk identification, incident reporting, emergency preparedness and business continuity.
- Ensure VAK complies with applicable laws, funding agreements, contracts, insurance requirements and organizational policies.
- Develop annual operating and capital budgets for Board approval while managing revenues and expenditures within the approved budget and delegated authority.
- Establish and maintain appropriate financial controls, procurement practices, signing authorities and reporting systems.
- Ensure funding agreements, reporting deadlines and eligible expenditure requirements are met.

Workplace Leadership

- Develop a staffing structure that supports VAK's approved programming, operational requirements and available resources.
- Recruit, supervise, support and evaluate employees and contractors within delegated authority.
- Foster a healthy, respectful, culturally safe and trauma-informed workplace.
- Promote employee wellness, professional development, teamwork and burnout prevention.

Qualifications and Experience

The successful candidate will ideally possess:

- Senior leadership experience in a nonprofit, Indigenous organization, community-service, health, wellness, addictions, mental-health, cultural, social-service or related environment.

- Strong understanding of Indigenous governance, community priorities, culture, healing approaches and relationship-building.
- Experience working with a governing Board and supporting effective governance, reporting and strategic decision-making.
- Experience managing employees, contractors, facilities, partnerships and organizational risk.
- Strong written and verbal communication, facilitation, negotiation and public-representation skills.
- Sound judgment, integrity, discretion, professionalism and accountability.
- A relevant post-secondary degree, diploma or equivalent combination of education, lived experience, cultural knowledge and senior leadership experience.
- Knowledge of Cree culture, language, traditions and the regional service environment would be considered a strong asset.

Conditions of Employment

The successful candidate must:

- Possess a valid driver's licence.
- Have reliable access to a vehicle and be willing and able to travel to Wade Lake for work.
- Be available to work occasional evenings or weekends when required for community engagement, programming, ceremonies, Board meetings or organizational events.
- Provide satisfactory references and verification of relevant qualifications.
- Complete a criminal record check and vulnerable sector check, where required.
- Successfully complete a six-month probationary period, unless otherwise approved by the Board.

How to Apply

Applicants are invited to submit:

- A cover letter describing their interest in the position and connection to VAK's mandate;
- A current résumé outlining relevant qualifications and experience.

Submit your application:

By email: resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Application Deadline: Friday, August 14, 2026

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants, however, only those selected for an interview will be contacted.

VAK may undertake public advertising, targeted outreach, executive search or other recruitment methods permitted under its policies. Submission of an application does not guarantee an interview or appointment. The Board of Directors reserves the right to decline to appoint any applicant arising from this competition, to discontinue or modify the recruitment process, to extend or reopen the competition, or to pursue other approved recruitment methods where the Board determines that doing so is in the best interests of VAK.

Posted: July 31, 2026