



Job Title: Director of Healing

Location: Paqtnkek Mi'kmaq Nation, Nova Scotia

Employment Type: Full-Time, permanent position

Application Deadline: March 6th, 2026

POSITION OVERVIEW:

Paqtnkek Mi'kmaq Nation is seeking a dedicated and experienced Director of Healing Management to join our team. This role will involve overseeing the management, distribution, and strategic direction of healing funds that support the health and wellness of our community members. The Director of Healing Fund Management will work closely with the Health Director and other key stakeholders to ensure that funds are administered in accordance with community priorities, cultural values, and relevant policies.

This position offers a unique opportunity to contribute to the well-being and healing of our Nation, helping to implement programs that promote the mental, emotional, physical, and spiritual health of Paqtnkek Mi'kmaq Nation members.

QUALIFICATIONS:

- **Education:** A degree in Health Administration, Public Health, Indigenous Studies, Social Services, or a related field is preferred. Relevant experience may be considered in lieu of formal education.
- **Experience:** Minimum of 5 years of experience in fund management, grant administration, or a similar role, ideally within a First Nations or Indigenous health context.
- **Cultural Competence:** Strong understanding of Mi'kmaq culture, traditions, and the community's healing practices. Experience working with Indigenous communities is essential.
- **Leadership Skills:** Proven ability to lead and work collaboratively in a team environment, with strong interpersonal and communication skills.
- **Financial Acumen:** Solid understanding of financial management, including budgeting, reporting, and audits related to fund management.
- **Commitment to Healing and Wellness:** A passion for supporting the healing journey of Indigenous people and a deep understanding of the unique health challenges faced by the Mi'kmaq community.





KEY RESPONSIBILITIES

- **Fund Oversight:** Lead the management and administration of the Nation's healing funds, ensuring that funds are allocated according to the priorities set by community leadership.
- **Collaboration with Health Director:** Work closely with the Health Director to align fund distribution with health priorities and community needs, ensuring a holistic and culturally appropriate approach to healing.
- **Policy Development:** Assist in the development and implementation of policies, procedures, and guidelines related to the management of healing funds, including reporting requirements and compliance with funding regulations.
- **Community Engagement:** Engage with community members, leaders, and health professionals to understand their needs and ensure that healing programs are accessible, effective, and culturally relevant.
- **Reporting and Accountability:** Prepare regular reports for the Health Director and Chief & Council on the status of healing fund expenditures and outcomes. Ensure transparency and accountability in all fund-related activities.
- **Program Evaluation:** Monitor the effectiveness of funded healing programs and services and provide recommendations for continuous improvement.
- **Capacity Building:** Work with other staff and stakeholders to build capacity in the community related to health and wellness, providing training and support where needed.
- Occasional travel within the community and region may be required

To Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience:

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaw Nation

Email: jobs@paqtnkek.ca

Subject Line: "Director of Healing"

Deadline : 4 pm (AST). March 6th, 2026

Paqtnkek Mi'kmaw Nation is committed to diversity and inclusion in the workplace and encourages applications from qualified Indigenous candidates and all others who meet the qualifications.

Thank you for your interest. Only those selected for an interview will be contacted.

