Ahousaht Nation · 254 Main Street, Ahousaht, BC V0R 1A0 · 250-670-9563 · info@ahousaht.ca

JOB POSTING · FOUR PILLARS

Longhouse Coordinator

Full time, ongoing

POSITION	Longhouse Coordinator
REPORTS TO	Executive Director
LOCATION	Ahousaht (Maaqtusiis), with travel to Tofino and Port Alberni as needed
TERMS	Full time, 35 to 40 hours a week, ongoing, with a three-month probationary period. Some evenings and weekends for feasts, gatherings and events.
START DATE	As soon as possible. Target: October 2026.
CLOSING DATE	Thursday, October 9, 2026 at 4:00 pm

The role

The Longhouse Coordinator brings the Longhouse to life. In the first year that means seeing the building through its set up and fit out, and coordinating and planning the official opening with Elders, families and the community. Once the doors are open it means running the space: the calendar, the kitchen and feast hall, and the feasts, gatherings, ceremonies, workshops and language and culture programming that happen there. The Coordinator is the person who makes sure the Longhouse is ready, welcoming and used well.

Key responsibilities

SET UP AND OPENING (FIRST YEAR)

- Coordinate the Longhouse fit out (kitchen and feast hall, heritage archive room, youth and Elders space), working with Administration, Finance and contractors on quotes, orders, deliveries and installation.
- Coordinate the pole carving with our carvers, including scheduling the raising.
- Plan and deliver the official opening of the Longhouse: protocol, invitations, feast, gifting, transportation and safety, guided by Elders and Ha’wiih.
- Set up the operating basics: booking system, kitchen procedures, safety and cleaning routines, key and equipment control, and a maintenance schedule.

OPERATING THE LONGHOUSE (ONGOING)

- Hold the Longhouse calendar and coordinate bookings for feasts, memorials, ceremonies, gatherings, workshops, meetings and programming across all Four Pillars.
- Run the kitchen and feast hall for events: menus with the kitchen crews, FoodSafe standards, supplies and clean up.
- Host: greet visitors, support families using the space, uphold Ahousaht protocol, and keep the space respectful, clean and ready.
- Coordinate use of the shuttle van and golf carts so Elders, youth and members can get to and from gatherings.
- Track the Longhouse budget lines with Finance, keep receipts and records, and report monthly to the Executive Director.
- Supervise custodial support and event volunteers, and coordinate with the other Four Pillars Coordinators on shared programming.

- Contribute to Four Pillars progress reports.

What we are looking for

- Experience organizing community events, feasts or gatherings.
- Knowledge of and respect for Ahousaht protocol, Ha'wiih, and Nuu-chah-nulth cultural practice. Nuu-chah-nulth language skills are an asset.
- Experience coordinating a facility, kitchen or program, including budgets, bookings and supplies.
- Strong organizing skills: able to plan ahead, handle many moving pieces, and stay calm on the day of an event.
- Comfortable working with Elders, youth, families, contractors and staff, and communicating clearly with each.
- Excellent computer skills: email, calendars, spreadsheets and cheque requisitions.
- Assets, not requirements: FoodSafe, First Aid, and a BC driver's licence.
- The successful candidate must complete a criminal record check.

Where qualifications and experience are equal or comparable, preference will be given to Ahousaht members, then to First Nations applicants (Status and Non-Status), in accordance with the Canadian Human Rights Commission's Aboriginal Employment Preference Policy.

Working conditions

Based at the Longhouse in Ahousaht. Physical work on event days, including lifting, setting up and long hours on your feet. Travel by water taxi and road for meetings, supplies and events off island. Some evenings and weekends, planned in advance.

How to apply

Send a cover letter with examples of gatherings or events you have coordinated, your resume, and reference letters to Destiny John, Ahousaht Administration, at destiny.john@ahousaht.ca, or drop it off at the Band Office. Please put "Longhouse Coordinator" in the subject line.

Applications close **Thursday, October 9, 2026 at 4:00 pm**.

We thank everyone who applies; only those selected for an interview will be contacted.