

Program Manager Sîhtoskâtowin Program

Terms: Full-time or Part-time (30-37.5 hours/week), Permanent
Salary: \$90,000 (prorated to weekly hours)

Location: This job can be done remotely in any community in Saskatchewan.

Please submit applications by March 2, 2026

The Opportunity

We are currently looking for a new team member who support and coordinate the continued development and growth of the Sîhtoskâtowin Program in collaboration with current staff and the program Working Group.

About the Sîhtoskâtowin Program

The [Sîhtoskâtowin Program](#) was created with the *goal of bringing more accessible philanthropic funding and supports to rural and remote Indigenous community-led work in Saskatchewan*. The Program has 8 guiding principles that shape our approach and how we engage with partners: Holistic, Collectivity, Diversity, Connections, Indigenous-led, Non-interference in individual will, Celebrating the good work together, and Friendship.

The Sîhtoskâtowin Program, hosted by MakeWay, began carefully forming in 2021 through a respectful learning journey supported by 42 Saskatchewan based knowledge keepers. These conversations resulted in the 2021 report: [Centering Indigenous Communities & Philanthropic Action in Saskatchewan](#), which identified three interwoven priority areas of Indigenous-led work:

- 1) Indigenous food systems and food security
- 2) Health and Healing
- 3) Cultural Reclamation

Through ongoing dialogue and community-based gatherings with knowledge keepers, community members, funders, and governments, the program took shape and continues to grow, including the establishment of a Working Group, gift-making guideposts, and a Seasonal Granting Cycle. Since inception, over \$1.2 million has been gifted to over 45 community-led Indigenous initiatives.

Who You Would Be Working With

As the Program Manager, you will work closely with the Sîhtoskâtowin Working Group, community members, and other program staff. The Working Group is comprised of local, Saskatchewan-based people who are involved in Indigenous-led community work in rural and remote areas of the province. Working group members are diverse, including kēhtēyak. The Working Group is responsible for gift-making, connecting with community partners, holding gatherings, supporting Program staff, and ensuring we follow protocols and work in a good way. They meet monthly for program support and development and follow traditional teachings and protocols.

If our values align with yours and you want to learn, grow, and develop within a supportive team that shares knowledge and cares, then we want to meet you and discuss the potential of you joining our team!

The Position

The Sîhtoskâtowin Program works relationally; values learning with community partners; and supports knowledge exchange between communities. The Program is Indigenous-led and the work is guided by traditional teachings, community feedback, and the Working Group. We value a humble leadership style, critical thinking, and a commitment to communities.

Program Management, Development, and Operations

- Provide management and carry out strategic direction for the Sîhtoskâtowin Program.
- Provide day-to-day oversight of program activities, timelines, workflows, and workplans.
- Connect with communities to ensure program strategies and activities align with community values and needs.
- Provide direct supervision and support to program staff, with a focus on mentorship, learning, and shared leadership.
- Facilitate regular staff check-ins and support onboarding of new team members.
- Participate in Sîhtoskâtowin staff retreats (1–2 times per year).
- Collaborate with other MakeWay departments and programs to provide input into various organizational policies, directions, and wider relationships.

Budget & Financial Stewardship

- Support shared responsibility for program budget awareness and stewardship.
- Lead monthly budget check-ins and prepare and facilitate quarterly budget-to-actuals reporting.
- Monitor funding balances and spending timelines.
- Plan and conduct program activities in alignment with the budget.

Working Group & Seasonal Gifting Cycles

- Support respectful, responsive relationships with Working Group members.
- Attend and participate in monthly Working Group meetings, supporting agenda development, facilitation, and clear meeting documentation.
- Oversee logistical and administrative support for Working Group activities, including invoices, honoraria, and retreats.
- Oversee and support the delivery of four seasonal gifting bundles/cycles each year, including advertising, setting up pre-screening meetings, supporting with proposal readiness and form completion, and documenting clear notes for seasonal review.
- When needed and in cooperation with the Sîhtoskâtowin Program Specialist, provide direct support to communities to prepare their project proposal forms.
- Review and approve gifts in Salesforce, including accurate fund code allocation, and draft welcome letters for stewarded projects.

Fundraising and Government Relations

- Contribute to program outreach, promotion, and community learning opportunities.
- Support and invest in relationship-building with current and prospective funders and with various levels of government.
- Draft and contribute to funding proposals, reports, and program storytelling, ensuring compliance requirements are met.

Skills and Qualities

- 5+ years of experience in program management or related work, or an equivalent combination of lived, community, and work experience.
- Experience mentoring and/or managing a team.
- Valid driver's licence and ability to travel for the role.
- Ability to work collaboratively within a team environment that values consensus-based decision-making, relationship-building, and shared leadership.
- Understanding of cultural protocols and practices when supporting kēhtēyak and Knowledge Keepers.
- Alignment with community values and the ability to work in a way that is respectful, grounded, and appropriate in community and cultural spaces.
- Experience speaking, understanding, or learning an Indigenous language is considered an asset.

People who identify as Indigenous are strongly encouraged to apply. People who live or have lived in a rural Saskatchewan community or on reserve are strongly encouraged to apply.

We encourage time away from work for ceremony, traditional practice, seasonal harvesting, and family care.

How to Apply: Please send your resume and cover letter to careers@makeway.org. Please include your responses to the following questions in your cover letter:

1. How did you hear about this position?
2. What interests you most about this position?
3. Tell us about yourself and where you are from
4. Tell us why your skills and experience would make you a strong staff member
5. Briefly tell us how you demonstrate your passion for good food and strong community

If you have any questions or would like to talk with us before you submit your resume, please do not hesitate to give us a call or send us an email.

Julie Price: 204-990-1215 julie.price@makeway.org

Application Deadline of March 2, 2026

What We Offer

- Full-time annual salary of \$90,000 (prorated to weekly hours).
- Comprehensive employer-paid extended health, vision, and dental benefits package, including an annual \$300 Health Spending Account starting on your first day of employment.
- Year-end RRSP contribution.
- Isolated Post Allowance: Salary top-up for eligible employees based on geographical location and number of dependents. The location and rates are established by the [National Joint Council](#).
- Pregnancy and Parental/Adoption Leave top up (subject to eligibility).
- Four weeks' vacation plus statutory holidays. MakeWay has implemented a Substitution Statutory Holiday policy which allows employees the flexibility to substitute a statutory holiday for an alternate day or other days of significance such as ceremony or harvesting.
- Winter office closure and 9-day summer fortnight program.
- 10 sick and personal days.
- Committed colleagues and a culture of collaboration, caring, and learning.
- High level of responsibility and autonomy.
- Participation in Indigenous Employees network.

Supporting Equity in Our Hiring Process

- In recognition of the time and effort that it takes to participate in a hiring process, MakeWay offers a \$75 compensation for panel interviews.
- Interview questions will be provided 24 hours in advance.

The Sihtoskâtowin Program is hosted by MakeWay.

We are strongly committed to equity and creating a diverse workplace community. We recognize that our recruiting and hiring processes are key to this commitment. We strive to reflect the diversity of our society on our teams and to provide a respectful workplace and equal working opportunities for all employees and applicants. We encourage all qualified applicants to apply. If you require accommodations at any point during the application or hiring process, please contact us at careers@makeway.org.

This role is a current vacancy, and MakeWay does not use artificial intelligence (AI) to screen, assess, or select applicants. Our sincerest appreciation to all those expressing interest in this position!

Thank you, Kinanâskomitin!