



# SHUSWAP NATION TRIBAL COUNCIL

## Communications Advisor

### Full-time Position

The Shuswap Nation Tribal Council (SNTC) was established in 1980 as a collective effort of Secwépemc Chiefs to advocate for Aboriginal rights and advance Nation-building initiatives.

#### **THE OPPORTUNITY**

SNTC is seeking a dynamic and culturally grounded **Communications Advisor** to elevate the presence of SNTC and strengthen our voice across Secwépemc territory and beyond.

This newly created role offers an opportunity to build a relationship-based communications framework grounded in Secwépemc worldviews, bringing together traditional and contemporary forms of communication, from story fires to digital spaces.

Reporting to the Tribal Director, this role works with all departments, Elders and Knowledge Keepers to co-create communication approaches that elevate SNTC's collective voice through Secwépemc law, language and kinship values.

If you are driven by the vision of a strong and thriving Secwépemc Nation, join us and be part of something truly meaningful.

#### **KEY RESPONSIBILITIES**

##### **Website and Digital Infrastructure**

- Maintain and renew the SNTC website, as a living archive that reflects Secwépemc priorities, values and language, ensuring accessibility and cultural safety.
- Regularly update web content including news, events, careers page, and community announcements.
- Ensure all online communications align with the SNTC vision and uphold Secwépemc protocols, values, and collective voice.

##### **Social Media and Digital Communications**

- Steward SNTC's social media presence as a digital storytelling space, for sharing teaching,

celebrating Nationhood, and amplifying Secwépemc voices with respect and consent.

- Develop and implement a social media content calendar, including posts, stories, and campaigns that highlight programs, community milestones, and key initiatives.
- Reflect regularly on engagement through community feedback and storytelling impact.
- Explore new media channels and content types to reach broader and younger audiences.

##### **Internal Communications**

- Facilitate internal communications through story circles or newsletters that uphold cultural protocols, share teachings, and strengthen belonging among staff, ensuring alignment with the SNTC strategic plan and Secwépemc values.
- Collaborate with departments to facilitate effective cross-team communications.
- Develop internal communication tools, style guides, and templates to promote consistency and clarity across the organization.

##### **Community Relations & Outreach**

- Act as a bridge between the SNTC and member communities by strengthening relationships through language, story, and ceremony.
- Promote community events and programs, ensuring respectful clear, and engaging messaging.
- Represent the SNTC at gatherings and external events, providing visibility and promoting engagement, obtaining media consents, taking photographs and videos, and connecting with participants.
- Support the Council of Chiefs by preparing communications that reflect Secwépemc laws and protocols, and by ensuring information is shared in ways that honour the authority and responsibilities of Title & Rights Holders.

### **General Communications Support**

- Guide the development of a Nation-based communications rhythm aligned with seasonal cycles, community gatherings, and traditional events.
- Prepare and distribute newsletters to member Nations and partners, celebrating milestones and sharing updates.
- Assist with the design and distribution of brochures, annual reports, signage, and other materials.
- Provide communications support for internal initiatives, campaigns, and project-based work.
- Advise departments on effective communication strategies and content development.
- Ground all communication in Secwépemc Traditional communication practices.

### **QUALIFICATIONS**

#### **Education and Experience**

- Bachelor's degree in communications, Public Relations, Journalism or a related field, with **3+ years** of experience including a strong focus on digital media and social media strategy, or an equivalent combination lived, cultural, and professional experience in communications, storytelling, or community leadership.
- Experience sharing stories in digital and community spaces in ways that uphold cultural protocols and strengthen connection among Nations.
- Experience creating promotional and marketing materials for organization initiatives and efforts.
- Familiar with First Nations organizations and governance structures, specifically the SNTC.

#### **Knowledge and Skills:**

- Ability to work collaboratively in a team-oriented environment and build and maintain relationships across STNC departments and communities.
- Professional writing, editing and verbal communication skills, with a focus on clarity, accuracy and cultural sensitivity.

- Ability to transform complex messages into clear, and engaging content that speaks to a wide range of audiences.
- Proficiency in organizing and managing multiple projects simultaneously and meeting deliverables, on time and within budget.
- Proven proactive approach to identifying opportunities for communications strategy improvements and increasing engagement.

#### **Preference may be given to those with:**

- Knowledge of Secwépemc language, governance, and protocols related to communication.
- Understanding of storytelling as a governance and healing practice.
- Experience working with a First Nations organization.

#### **Other Requirements:**

- This position is based at the SNTC Office, and requires frequent travel to communities, including overnight stays, for actively participating in meetings, events, and gatherings.
- Due to travel requirements, must maintain a valid Class 5 BC Drivers Licence, in good standing, and have reliable transportation.
- SNTC may require a background/vulnerable sector check during the course of your employment.

### **TOTAL REWARDS**

The SNTC supports your well-being through its compensation package. This includes a work schedule that supports work/life balance and a salary range reflective of experience, responsibilities, and contribution to Nation building, with flexibility for applicants bringing strong cultural or community experience. This includes:

- **Competitive salary range of \$26.50 to \$39.01 hourly.**
- **Extended health benefits including dental and vision.**
- **Matching Company Pension Plan**
- **Vacation Leave and Additional Paid Leave during winter break.**

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## **HOW TO APPLY**

If you are interested in this opportunity, please email your resume, cover letter, and names of three references to [hr@shuswapnation.org](mailto:hr@shuswapnation.org). In the email subject line specify: Communications Advisor

Applications will be reviewed commencing **December 16, 2025** and the competition may remain open until filled.

To learn more about this role, or opportunities at the SNTC, or if you require accommodations during the selection process please email: [HR@shuswapnation.org](mailto:HR@shuswapnation.org)

*\*In accordance with s. 16(1) of the Canadian Human Rights Act Code preference may be given to Canadian Indigenous Peoples, with a priority for qualified candidates of Secwépemc Ancestry.*