



# SHUSWAP NATION TRIBAL COUNCIL

## Communications Specialist

### 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 **Communications Specialist** to showcase the work of SNTC and strengthen our voice across Secwepemcul'ecw through building a relationship-based communications framework.

Reporting to our Tribal Director, this role works with all departments, Elders and Knowledge Keepers to co-create communication approaches that elevate SNTC's collective voice.

If you are outgoing, forward-thinking and driven by the vision of how effective communications, can support a strong and thriving Secwépemc Nation, join us and be part of something truly meaningful.

#### **KEY RESPONSIBILITIES**

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

- Maintain and refresh the SNTC website.
- Regularly update content including news, events, careers page, and community announcements.
- Ensure online communications align with the SNTC vision and uphold Secwépemc protocols, values, and collective voice.

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

- Develop and implement a social media strategy including content calendar that highlights programs milestones, and key initiatives.
- Develop and assess metrics on engagement.
- Explore new media channels and content types to reach broader audiences.

##### **Internal Communications**

- Develop internal communication style guides and templates.
- Ensure communications align with the SNTC strategic plan.
- Facilitate internal communications that uphold cultural protocols, share teachings, and strengthen belonging among staff.
- Collaborate with departments to facilitate effective cross-team communications.

##### **Community Relations and Outreach**

- Strengthen relationships between the SNTC and member communities.
- Promote community events and programs, ensuring respectful clear, and engaging messaging.
- Represent the SNTC at gatherings and external events, connecting with participants, obtaining media consents, taking photographs and videos.

##### **General Communications Support**

- Support the Council of Chiefs.
- Prepare and distribute newsletters to member Nations and partners, celebrating milestones and sharing updates.
- Lead with the design and distribution of communications materials.
- Provide communications support for internal initiatives, campaigns, and project-based work.
- Advise departments on effective communication strategies and content development.

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## **QUALIFICATIONS**

### **Requirements**

- Bachelor's degree or diploma in communications related area of study.
- Three (3) or more years of experience including effectively designing and implementing communications strategies and projects.
- Proficiency using MS Office Suite, current technology, design tools and AI.
- Ability to work collaboratively in a team-oriented environment and build and maintain relationships with colleagues and communities.
- Professional and culturally sensitive writing, editing and verbal communication skills.
- Ability to transform complex messages into clear, and engaging content.
- Ability to manage multiple projects simultaneously.
- Proven proactive approach to identifying opportunities for communications strategy improvements and increasing engagement.

\*An equivalent combination of lived, cultural, and professional experience in communications may be considered.

### **Preference may be given for:**

- Knowledge of Secwépemc language, governance, and protocols.
- Demonstrated understanding of storytelling as a governance and healing practice.
- Experience working with a First Nations organizations.
- Strong cultural or community experience.

### **Working Conditions**

- This position is based at the SNTC Office, and may require travel to communities, including overnight stays.
- Due to travel requirements, must maintain a valid Class 5 BC Drivers Licence, in good standing, and have reliable transportation. (Authorized mileage for work-related use of a personal vehicle will be reimbursed in accordance with SNTC Policy.)
- SNTC may require a background/vulnerable sector check during the course of your employment.

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## **PAY AND BENEFITS**

The SNTC supports your well-being and professional development through its compensation package. This includes a salary range reflective of experience, responsibilities, and contribution to Nation-building and more:

- Competitive salary range of \$90,000 - \$120,000 annually (\$49 - \$66 hourly); based on qualifications.
- 35 Hour work week.
- FREE on-site parking.
- Extended health and dental benefits.
- Matching Company Pension Plan
- Vacation Leave and Additional Paid Leave during winter break.

## **HOW TO APPLY**

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

**Applications will be reviewed commencing June 11<sup>th</sup>.**

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

**Applicants invited for an interview will be asked to** bring a portfolio with samples of content creation including social, promotional and marketing materials as well as the names of three references.

*\*We welcome applications from all qualified candidates, although preference may be given to Canadian Indigenous Peoples, with a priority for qualified candidates of Secwépemc Ancestry, in accordance with s. 16(1) of the Canadian Human Rights Act. We encourage you to self-identify, if applicable.*