

Our Vision

Ch'íyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

Position Summary

The Communications Specialist supports day-to-day communications across Ch'íyáqtel, ensuring information is timely, accurate, and accessible. This role manages digital channels (website, social media, email), creates engaging content, and helps implement the 3-Year Communications Strategy. Working collaboratively with staff and leadership, the position promotes programs and initiatives while maintaining consistent messaging and visual identity across all platforms. Performs all duties and responsibilities in accordance with Ch'íyáqtel policies, standards, practices, and procedures. Strong cultural sensitivity with a deep respect for Ch'íyáqtel culture, traditions language and protocols.

Key Responsibilities

- Draft, edit, and distribute clear, accessible communications for members and staff.
- Develop and assist in the production of newsletters, e-blasts, and digital campaigns.
- Respond to inquiries from the public and membership through social media, email, and website.
- Support storytelling and highlight community achievements, programs, and leadership messages.
- Assist in coordinating and producing the annual report in collaboration.
- Create engaging and culturally appropriate written, visual, and multimedia content.
- Capture stories, photos, and videos from community events, ensuring proper permissions.
- Design and format communications materials using tools such as Canva or Adobe Express.
- Support the development of branding and style guides to maintain quality and consistency.
- Maintain and update content on the Ch'íyáqtel website.
- Create, schedule, and monitor posts across official social media platforms.
- Track analytics and engagement data to assess performance and recommend improvements.
- Ensure consistent branding, tone, and cultural representation across all digital materials.
- Collaborate with the Corporate Services and Communications Manager and Communications Specialist to implement the 3-Year Communications Strategy.
- Track progress, maintain metrics, and assist in reporting on key communications objectives.
- Contribute ideas and feedback to strengthen engagement strategies, internal communications, and outreach materials.
- Develop toolkits, templates, and communications resources for use across departments.
- Manage production timelines and coordinate with designers, printers, and vendors.
- Maintain organized archives of communications materials, media assets, and photographs.
- Assist with communication planning and logistical support.

Full Job Description will be provided to the Successful Candidate.

Qualifications, Knowledge, Skills and Abilities

- Post-secondary education in communications, public relations, marketing, journalism, or a related field or a combination of education and experience.
- 1+ years of relevant experience in a communications, marketing, or public information (government experience an asset)
- Excellent written, verbal, and interpersonal communication skills with strong attention to tone, clarity, and audience.
- Strong sense of storytelling, visual communication and cultural sensitivity.
- Experience using website content management systems (e.g., WordPress, Webflow, Communikit).
- Proficiency with Microsoft Office, Canva, or Adobe Express (experience with Adobe Creative Suite an asset).
- Strong organizational and time management skills with the ability to balance multiple priorities.
- Demonstrated ability to work independently and collaboratively in a team environment.
- Familiarity with social media analytics, scheduling tools, and content calendars.
- Experience working with or for Indigenous governments, communities, or organizations preferred.
- Interest in supporting a Nation-led communications approach rooted in respect, collaboration and community pride.
- Understanding of inclusive communication practices and accessibility standards.
- Knowledge of email marketing tools (e.g., Flodesk, Mailchimp).
- Basic photography and video editing skills.
- Ability to exercise a high degree of professionalism and confidentiality.
- Ability to provide a satisfactory criminal record check.
- A valid Class 5 Drivers license and abstract with no restrictions.

Working Conditions

Work is performed primarily in an office. Occasional evening and weekend work will be required to support organizational and community needs.

Application Deadline: Open until filled

Salary Range: \$35.64 - \$44.27

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)

Attention: Jolene Irons-McDivitt, Corporate Services and Communications Manager

#100 - 45855 Promontory Road

Chilliwack, BC V2R 0H3

Email: careers@tzeachten.ca

Fax: 604-858-3382

We encourage candidates to self-identity as First Nations, Inuit, or Metis in their application. We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel.