



JOB POSTING

Communications Officer

Department: Administration
Reports to: Executive Director

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary

The Communications Officer is responsible for developing, coordinating, and delivering clear, accurate, and culturally appropriate internal and external communications for We Wai Kai Nation. This role supports organizational transparency, community engagement, and effective information flow across departments. The Communications Officer manages social media platforms, produces a weekly community newsletter, prepares communications materials and briefing notes, and maintains digital archives of reports and meeting records.

The position also provides departmental communications support, administrative backup functions, and high-level information management requiring discretion and confidentiality. This role includes responsibility for managing the organization's shared drive structure and providing backup administrative support to Membership and IRA functions as required.

Responsibilities:

Communications & Community Engagement

- Participating Community Events
- Develop, coordinate, and distribute internal and external communications on behalf of We Wai Kai Nation.
- Produce and distribute a weekly community newsletter, ensuring timely, accurate, and accessible information for Membership.
- Draft, edit, and format communications materials including announcements, notices, fact sheets, presentations, and community updates.
- Prepare briefing notes, key messages, and backgrounders for leadership, management, and staff.

Social Media & Digital Communications

- Manage and maintain We Wai Kai Nation's social media platforms in alignment with appropriate communications protocols.
- Create, schedule, and monitor social media content; respond appropriately to inquiries and engagement.
- Track engagement metrics and provide summary reports as required.

Records, Archiving & Information Management

- Collect, organize, and archive reports, meeting minutes, and communications materials.
- Ensure records are stored securely, consistently, and in accordance with organizational policies and information management standards.
- Disseminate approved reports, minutes, and communications to staff and leadership as required.

Departmental Communications Support

- Provide communications support to departments, including drafting notices, coordinating messaging, and ensuring consistency of tone and branding.
- Act as a central point of contact for internal communications coordination across departments.

Administrative & Operational Support

- Maintain and manage the organizational shared drive, including folder structure, access controls, and version control.
- Provide administrative support backup as required, including coverage for Membership at the reception.
- Assist with meeting logistics, document preparation, and coordination as needed.

Qualifications

- Diploma or degree in Communications, Public Relations, Journalism, Administration, or a related field; or an equivalent combination of education and experience.
- Minimum of 2 - 3 years of experience in a communications or administrative role, preferably within a First Nation, public sector, or community-based organization.
- Excellent written and verbal communication skills.
- Demonstrated experience managing social media and producing written communications.
- Strong editing, proofreading, and information synthesis abilities.
- High level of organization and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Sound judgment and discretion when handling confidential information.
- Proficiency with Microsoft Office and cloud-based document management systems.
- Ability to work collaboratively across departments and with leadership.
- Cultural awareness and respect for First Nation governance, protocols, and community values.

This position requires sound professional judgment, strong communications expertise, and a high level of discretion. The Communications Officer must have a working knowledge of First Nation governance and organizational protocols and understand how communications support strategic priorities and program delivery.

The role involves independently coordinating communications, translating complex or sensitive information into clear messaging, and supporting leadership and departments through professional written and digital communications. The incumbent is expected to handle confidential information in compliance with privacy requirements and always represent We Wai Kai Nation with professionalism and integrity.

This position is nominally scheduled to work Monday to Friday dayshift 8:30 am – 4:30 pm but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

Job Type: Full time, Permanent

Hourly Wage: \$32.97 – 41.21/hr

Benefits: Extended Health and Dental, Virtual Health Care 100% employer paid premiums

Pension: Generous pension matching contributions of up to 9%

Preference may be given to Indigenous applicants in accordance with the organization's hiring policies. **We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.**

Deadline to Apply: October 23, 2026

To apply, please submit your resume and cover letter directly to careers@wewaikai.com.