STELLAT'EN FIRST NATION
A member of the Carrier Sekani Tribal Council in Fraser Lake BC

JOB POSTING

Position Title:	Communications Officer
Reports To:	Band Manager
Works Closely with:	Chief and Council, all departments, Elders and community members
Hours:	Full-time 35 Hours/week
Salary Range:	$20.00-$30.00/hour
Position Closing Date:	July 31, 2026

Position Summary

The Communications Officer is responsible for developing, coordinating, and delivering internal and external communications that reflect the values, culture, and priorities of Stellat'en First Nation. This role ensures that communication is clear, respectful, culturally grounded, and accessible to community members.

The Communications Officer acts as a liaison between Chief & Council, administration, community members, and external partners, supporting transparency, engagement, and a positive public image of Stellat'en First Nation.

Major Accountabilities

Communications & Public Relations

- Develop, write, edit, and distribute internal and external communications (newsletters, reports, notices, social media, website content)
- Prepare speeches, briefing notes, presentations, press releases, and official statements
- Coordinate media relations including interviews, press conferences, and public announcements
- Ensure messaging aligns with the values, priorities, and voice of Stellat'en First Nation

Community Engagement & Cultural Support

- Support community engagement by promoting events, programs, and initiatives
- Work with Elders, Knowledge Holders, and departments to ensure communications are culturally respectful and appropriate
- Promote and prioritize communications that support language revitalization, cultural teachings, and community knowledge sharing
- Assist in creating safe and inclusive communication spaces for members

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Events & Coordination

- Plan, organize, and support community meetings, workshops, gatherings, and special events
- Coordinate logistics including venues, catering, invitations, attendance tracking, and audiovisual needs
- Support speaking engagements and coordinate spokesperson(s) as required
- Document events and ceremonies through video, photography, or livestream platforms

Branding & Communications Systems

- Maintain and standardize Stellat'en First Nation branding across all communication materials and platforms
- Develop and implement consistent communication tools and templates across departments
- Assist in improving internal communication systems to ensure timely and accurate information sharing

Administrative & Organizational Support

- Respond to inquiries, correspondence, and concerns from members and the public in a professional and timely manner
- Maintain records, compile reports, and track communications-related data
- Provide recommendations to management to improve communication practices
- Support departments with communication needs and materials
- Perform other related duties as required

Skills, Knowledge

- Strong written and verbal communication skills with attention to detail
- Excellent interpersonal skills with the ability to build respectful relationships
- Strong organizational and time management skills with the ability to manage multiple priorities
- Knowledge of media relations, communications strategies, and public engagement
- Proficiency in Microsoft Office, social media platforms, and virtual meeting tools (e.g., Zoom)
- Experience with audiovisual equipment and basic graphic or presentation tools is an asset

Core Competencies

- Integrity, professionalism, and confidentiality
- Cultural awareness, respect, and sensitivity
- Initiative and ability to work independently
- Team-oriented with a collaborative approach
- Adaptability and problem-solving skills

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Cultural Expectations

- Demonstrated respect for Stellat'en First Nation culture, traditions, and governance
- Willingness to learn and support Dakelh language and cultural initiatives
- Commitment to working in a way that uplifts community voices, Elders, and Knowledge Holders
- Understanding of the importance of culturally safe communication practices

Working Conditions

- May require occasional evening and weekend work for events and community engagement
- Travel may be required for meetings, training, or events
- Fast-paced environment with multiple priorities and deadlines

Education and Experience Requirements

- Post-secondary education in public relations, communication, journalism, or related work experience developing, coordinating, and delivering communications
- Valid BC driver's license with own, reliable vehicle
- Experience in working with First Nations Communities
- An equivalent combination of education and experience may be considered

Please submit your resume and cover letter by deadline date to resumes@stellaten.ca

Only short-listed applicants will be contacted, Thank you.

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