



EMPLOYMENT OPPORTUNITY

FNRD Communication Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The ONA is currently seeking to employ an FNRD Communication Coordinator within their Fisheries and Natural Resources department. The FNRD Communication Coordinator will support the communication of Fisheries and Natural Resources initiatives through community engagement, content development, and collaboration with the Communications Team. Responsibilities include preparing materials for newsletters, website updates, social media, community notices, and annual reports, while ensuring information is shared in a timely, culturally respectful, and consistent manner. The role also supports internal reporting through the preparation of briefing notes, presentations, meeting summaries, and technical documents.

Key Duties and Responsibilities:

1. Serve as the main departmental link to Communications for the coordination of public-facing information
2. Coordinate logistics, scheduling, promotion materials, and documentation for community meetings, workshops, and information sessions.
3. Work with Elders, Knowledge Keepers, and community members using Syilx-informed engagement approaches.
4. Gather internal updates, project data, and technical summaries from Natural Resources and Fisheries staff.
5. Participate in the Communication Working Group
6. Develop, collate, and summarize information for newsletters, website updates, social media requests, and other communications products in collaboration with the Communications Department.
7. Attend identified committee and working group meetings, taking detailed notes and preparing concise summaries and reports.
8. Review, edit, and format technical papers, research findings, articles, and reports for publishing or public release.
9. Translate technical content into accessible, community-friendly language while preserving accuracy.
10. Develop presentations, visual aids, and related materials to support departmental meetings and community engagement

Qualifications and Experience:

Diploma in Communications, Public Relations, Journalism or Environmental Studies and (3) three-years related work experience within a communications role, preferable in a First Nation and environmental context; or an equivalent combination of education and experience.

- Experience in First Nation fisheries and natural resources programs is preferred.
- Experience working with First Nation communities or organizations is preferred.
- Familiarity with Syilx/Okanagan language and culture is an asset.

Hours: Full time 40 hours per week with flexible work hours (e.g. some evenings and weekends)

Wage: \$25.95 - \$35.11 per hour based on qualifications and experience.

Application Procedures: Interested candidates are invited to forward a current resume and covering letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: FNRDadmin@syilx.org

Thank you for your interest, **No Phone Calls Please.** Only those shortlisted will be contacted.

