



Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250) 707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Information and Engagement Coordinator
Fisheries and Natural Resources Department

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 on areas of common concern.

Job Purpose

Reporting to the FNRD Operations Coordinator, the Fisheries and Natural Resources Information & Engagement Coordinator is responsible for supporting clear, accurate, and accessible communication of Fisheries and Natural Resources initiatives. A primary function of this role is to lead and support community engagement activities, ensuring Syilx community voices guide departmental work.

This position works closely and is responsible for liaising with the Communications Team to gather, prepare, and submit content for newsletters, website updates, social media, community notices, and the Annual Report. The coordinator helps ensure that departmental information is communicated in a timely, culturally respectful, and consistent manner. The role also supports internal reporting by preparing briefing notes, presentations, meeting summaries, and formatted technical documents for publishing.

Scope

This position will work with the Fisheries and Natural Resources Team, Communications Team, Okanagan Nation committees as well as Okanagan Nation communities, and external partners.

Key Responsibilities:

Strategic Responsibilities

1. Serve as the main departmental link to Communications for the coordination of public facing information, execution of communication plans for departmental initiatives, goals, and programs.
2. Ensure messaging aligns with the Nation's mission, values, language, and cultural protocols.

Community Engagement

1. Lead and support community engagement activities for Fisheries and Natural Resources
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. Collect and summarize feedback from community sessions and prepare reports for departmental decision-making.
5. Ensure community perspectives and priorities are incorporated into Fisheries and Natural Resources planning processes.
6. Collate and summarize content for use by the ONA's Communication Lead in outward facing communications such as the annual report, social media and website.

Information Gathering & Interdepartmental Liaison

1. Work closely and regularly with the Communications Lead and Communications Department to share updates, technical information and content needs.
2. Gather internal updates, project data and technical summaries for Natural Resources and Fisheries staff.
3. Maintain organized systems to track communications timelines, content approvals, and reporting deadlines.
4. Participate in the Communication Working Group.

Reporting, Writing & Content Development

1. Develop, collate, and summarize information for newsletters, website updates, social media requests, and other communications products in collaboration with the Communications Department.
2. Assist in drafting and compiling Natural Resources and Fisheries content for the ONA Annual Report.
3. Internal FNR coordination of materials: briefing notes, backgrounders, issue summaries, and speaking notes for distribution.
4. Attend identified committee and working group meetings, taking detailed notes and preparing concise summaries and reports.
5. Ensure that Syilx language, cultural values and knowledge are integrated

Technical Review & Document Preparation

1. Review, edit, and format technical papers, research findings, articles, and reports for publishing or public release.
2. Translate technical content into accessible, community-friendly language while preserving accuracy.
3. Develop presentations, visual aids, and related materials to support departmental meetings and community engagement.
4. Ensuring that FNRD reports are formatted and uploaded to the Syilx website report portal in a consistent manner.
5. Ensure that all documents align with Syilx data principles

Qualifications and Competencies

This position will require the following qualifications, values and competencies.

Qualifications

Diploma or degree in Natural Resource Management, Environmental Science, Indigenous Studies, Communications, or related field and (2) two-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 in community engagement, technical writing, or report development is an asset.
- Experience working with First Nation communities or organizations is preferred.
- Familiarity with Syilx/Okanagan language and culture is an asset.

Knowledge, Skills and Abilities

1. Knowledge of First Nation governance, fisheries and natural resource management, and cultural protocols.
2. Strong writing, editing, and summarization skills, with the ability to interpret and present technical information clearly.
3. Ability to plan, coordinate, and support culturally grounded community engagement activities.
4. Strong relationship-building skills and ability to work effectively and collaboratively with internal staff, Elders, community members and external partners.
5. Experience with digital communication and content development platforms.
6. Experience in working with First Nations organizations' issues and concerns.
7. Some knowledge of various government Fisheries and Natural Resources related policies.
8. Excellent organizational, time management and presentation skills.
9. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and document formatting.
10. Discretion, ability to work effectively and independently.
11. Some conflict resolution skills and experience.
12. Availability of a reliable vehicle and a valid BC Drivers' License.
13. Ability to work safely.
14. Ability to travel and to work occasional evenings or weekends for community engagement sessions.

Values – Respect, Honesty, Sharing, Trust and Unity

Wage: \$25.95/hr - \$35.11/hr

Participation in the group medical and pension programs after satisfying certain conditions.

Posted until filled.

Application Procedure: Interested candidates are invited to send 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:
dleroux@syilx.org or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only that shortlisted will be contacted.