



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Creative Communications Specialist

(Full-Time, Permanent)

\$30.00 - \$40.50

WHO YOU ARE

You're a creative, organized, and community-minded communicator who thrives in a fast-paced environment. As the **Creative Communications Specialist** at Snuneymuxw First Nation, you serve as the first point of contact for daily communications requests — a friendly, solutions-focused teammate who listens with empathy, gathers key details, and takes initiative to support timely and effective communication.

You bring ideas to life through posters, social media content, internal memos, community notices, and event support. Whether capturing photos at a gathering, designing a newsletter, or helping a colleague shape their message, your work ensures clear, respectful, and engaging communications that reflect Snuneymuxw's values. This role offers a valuable opportunity to build your skills across a range of creative and digital tools, contribute meaningfully to community engagement, and support the Nation's efforts to inform, connect, and inspire.

JOB RESPONSIBILITIES

1. Creative Content & Design

- Create timely, on-brand content, often with short turnaround, for social media, posters, newsletters, internal memos, and community notices.
- Design graphics and visual assets using Canva or Adobe Creative Suite, using existing templates and creating your own when needed.
- Work with vendors to capture and edit photos and videos for digital platforms and event coverage.
- Help turn key messages (emails, texts, etc.) into compelling visual or written content for public sharing.
- Contribute ideas that reflect Snuneymuxw's language, culture, and community priorities.

2. Communications Coordination

- Act as the first point of contact for departmental communications requests; respond to same day needs and ensure partners feel heard and supported.
- Write, edit, and coordinate approval for community notices (including collection, printing, and distribution).
- Support media relations (e.g., share press inquiries, assist with press releases, and coordinate media invites).
- Monitor and update the shared communications calendar, inbox, and newsletter contact list.
- Draft and distribute all-staff emails as needed.

3. Digital & Web Support



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- Complete smaller website updates using WordPress and Elementor in coordination with internal teams and contractors.
- Assist with the development of monthly bulletin boards and language boards.
- Collaborate on major publications such as the Year in Review report.

4. Event & Community Engagement

- Support the promotion and execution of community events (e.g., set-up, take-down, AV/photography bookings, and guest support).
- Capture event media (photos/videos) or support vendors on-site and assist with post-event reporting and debriefs.
- Write and distribute notices related to community and partner events.

5. Administrative & Logistics Support

- Coordinate signage, print materials, merchandise orders, and mailouts.
- Submit cheque requisitions for communications activities.
- Drive locally for errands related to communications logistics (e.g., picking up prints, post office runs).

WORKING RELATIONSHIPS

- **Reports to:** Director of Communications, Brand, and Marketing
- **Collaborates closely with:** Content Manager, who provides creative direction, mentorship, and guidance
- **Role distinction:** The Creative Communications Specialist focuses on fast-turnaround, day-to-day creative production—such as social media content, posters, community notices, and visual assets. The Content Manager, by contrast, leads high-level strategy, long-term campaigns, contractor management, and larger projects that require extended planning and coordination.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Technical & Creative Skills

- Strong writing, editing, and verbal communication skills.
- Basic graphic design experience (e.g., Canva or Adobe Creative Suite).
- Familiarity with Microsoft 365.
- Basic photography and video skills. (We don't require professional photography and video editing experience, but a strong Instagram or other visual social content is a strong asset.)
- Experience with social media platforms and content scheduling.

2. Interpersonal & Communication Skills

- Professional, empathetic, and respectful communicator.
- Able to represent Snuneymuxw First Nation with care and integrity.
- Skilled at listening, navigating multiple perspectives, and offering solutions.
- Cultural competence and understanding of Indigenous contexts are essential.

3. Professional Attributes

- Highly organized and responsive to shifting priorities.
- Able to work independently while knowing when to ask for guidance.
- Creative thinker who brings new ideas and enjoys solving communications problems.



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- Demonstrates ongoing interest in communications trends, best practices and industry developments.
- Maintains confidentiality and upholds high ethical standards.

PREFERRED QUALITIES

- Kind, approachable, and community-minded, with a respectful and empathetic communication style
- Adaptable and calm under pressure; strong problem-solving and time management skills
- Creative thinker who brings fresh, engaging ideas to everyday communication needs
- Collaborative team player with a positive, solution-focused attitude
- Curious and eager to learn, with a commitment to continuous growth and professional development

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Degree or diploma in Communications, Journalism, Marketing, or related field; or equivalent experience.
- 2–6 years of experience in communications, visual communications, or media.
- Valid BC Driver's License and regular access to a reliable vehicle.
- Prior experience working with First Nation and/or Indigenous communities preferred.

SPECIAL REQUIREMENTS

1. The incumbent must maintain strict confidentiality in performing the duties of the Communications Specialist. The incumbent must adhere to the Privacy and Security Policies and Procedures of the Snuneymuxw First Nation; as well as his/her professional Code of Ethics.
2. The incumbent must adhere to the Snuneymuxw Personnel Policies.
3. Although the incumbent does not work shift work and is not on call, when an emergency or traumatic event occurs within the Snuneymuxw First Nation community, the incumbent may be called upon, outside of work hours.
4. The incumbent is required to provide copies of her/his professional certificates.
5. The incumbent possesses and maintains a valid BC Driver's License, has access to a reliable vehicle and appropriate insurance for work.

WHY JOIN US

This is a hands-on communications role with daily opportunities to learn, grow, and showcase your creativity. You'll be part of a supportive, collaborative team, mentored by experienced colleagues, and trusted to contribute to a wide range of projects that make a real impact.

From content creation to community engagement, you'll gain experience across the full spectrum of communications work—making this an ideal role for someone looking to build their career in a dynamic, values-driven, and community-centered environment.

Please submit your current resume and cover letter to:

HR@snuneymuxw.ca

APPLICATION DEADLINE: October 01, 2025 at 4:00 PM PST