



Wei Wai Kum

Wei Wai Kum Job Opening

Communications Coordinator

Wei Wai Kum First Nation (WWKFN) is committed to strong, transparent, and culturally grounded communication that connects our leadership, staff, Members, and partners. Clear communication plays a vital role in supporting informed decision-making, strengthening community connection, and sharing Wei Wai Kum First Nation's stories, priorities, and successes.

We are seeking a Communications Coordinator to help bring our work to life through thoughtful, accurate, and respectful communication.

Wage Range: \$27.00 – \$34.00 per hour

Type: Full-time, Permanent

Hours: 8:30am-4:00pm, Monday-Friday (35 hours)

Benefits: Group Health Care plan & Pension Contribution up to 9%

Location & Work Environment: This position is based at the WWKFN Administration Office in Campbell River, located on the beautiful unceded territory of the Ligwít dax^w people.

Reports to: Director of Treaty & Intergovernmental Relations (DTIGR)

Why This Role Matters

The Communications Coordinator plays a key role in ensuring that WWKFN's voice is clear, consistent, and grounded in our values. This position helps strengthen trust and connection between leadership, staff, Membership, and external partners by ensuring information is shared in a timely, accessible, and culturally appropriate way.

This role makes a difference by strengthening governance, community engagement, and Nation-building through clear and effective communication.

By supporting internal and external communications, this role helps Members stay informed about programs, initiatives, and decisions that affect the community and territory. It also helps present WWKFN accurately and positively to other governments, partners, and the public.



Wei Wai Kum

What You'll Be Doing

Strategic Communications

- Develop and implement a comprehensive Communications Plan aligned with WWKFN's values, vision, and priorities, for WWKFN's community members and for external purposes.
- Ensure all communications are culturally sensitive and adhere to WWKFN's protocols.
- Advise Chief and Council, the Executive Director (ED), the Director of Treaty and Intergovernmental Relations and WWKFN departments on communication strategies and best practices.
- Identify opportunities to improve internal and external communications processes.

Internal and External Communications Execution

- Write, edit, and distribute newsletters, announcements, press releases, and website and social media content.
- Maintain consistent messaging across all platforms.
- Act as a point of contact for media inquiries, community partners, and stakeholders.
- Assist with the preparation and dissemination of information for Chief and Council, the ED, the DTIGR, and administrative staff.

Community Engagement and Relationship Management

- Engage with WWKFN members and the broader community through initiatives, events, and communications.
- Attend community meetings and events as required, including during evenings and weekends, to gather and share relevant information.
- Develop and distribute culturally appropriate informational materials, pamphlets, and event packages.
- Assist community members in navigating WWKFN communication platforms.

Additional Responsibilities

- Support departmental work plans, prioritization, and reporting on ongoing communications tasks.
- Assist with annual budgets and reporting requirements for funding agencies, Chief and Council, and senior staff.
- Identify and help mitigate cyber risks and threats related to WWKFN communications.
- Perform other duties as assigned.

What You Bring

- Post-secondary certificate or diploma in Communications, Digital Marketing, or related field, or equivalent combination of education and 2–3 years' relevant experience.



Wei Wai Kum

- Proven experience in project management to meet deadlines, manage resources, and fulfill reporting requirements.
- Grant and proposal writing experience is an asset.
- Proficiency in Microsoft Office Suite and internet applications.
- Experience with digital content creation, design tools (e.g., Canva), and website/social media management.
- Exceptional written, verbal, and interpersonal communication skills.
- Exceptional storytelling skills.
- Ability to work collaboratively in a culturally and politically sensitive environment.
- Must be able to obtain and maintain a clear Criminal Record Check.
- Strong decision-making, problem-solving, and multitasking abilities.
- Proactive networking and relationship-building skills.
- Attention to detail and creative thinking for developing engaging communications.
- Knowledge of best practices for social media platforms, including LinkedIn, Facebook, Instagram, YouTube, and X (Twitter).
- Ability to publish and edit digital content across multiple platforms.

What We Value

At Wei Wai Kum First Nation, we lead with heart, integrity and purpose. We believe in:

- Professionalism with compassion
- Transparency in decision-making
- Empowerment of our team and members
- Cultural awareness and lifelong learning

The Wei Wai Kum First Nation is committed to respecting diversity within our workforce; preference will be given to qualified individuals who identify as First Nations, Inuit or Metis.

How to Apply

If this sounds like the opportunity for you, please submit your cover letter and resume to Careers@weiwaikum.ca

Internal Closing Date: March 5th, 2026

While we thank all applicants for their interest, only those shortlisted will be contacted.

For more information about Wei Wai Kum First Nation, please visit www.weiwaikum.ca