



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500

Port Hardy, BC, V0N 2P0

Administration Office Phone: (250) 949-8625

Administration Fax: (250) 949-7105

Communications Coordinator

Reports to: Executive Director and IT Manager

Location: Wuikinuxv Village (with potential for hybrid/remote work as approved)

Hours: Full-Time, 35 hours per week

Compensation: Starting at \$27.50/hour, commensurate with experience

Position Overview

The Wuikinuxv Nation is seeking a self-motivated, detail-oriented, and creative individual to enhance communication between the Nation and its members both on and off-reserve. This position will play a key role in expanding the Nation's digital presence, including website management, social media outreach, newsletters, and internal communication platforms such as the Hawk Communication App.

Working under the direction of Administration and IT personnel, the Communications Coordinator will ensure that timely, accurate, and engaging information is shared with members and partners across all communication channels.

Primary Duties and Responsibilities

- **Website Management:**
 - Monitor, update, and maintain the Wuikinuxv Nation website to ensure content is current and reflective of Nation priorities.
 - Collaborate with departments to ensure accurate and engaging updates.
- **Social Media & Public Outreach:**
 - Optimize and manage the Nation's social media presence, including Facebook and other emerging platforms.
 - Create engaging content, including graphics, photos, and videos that highlight community initiatives and events.
 - Ensure consistent posting, interaction, and responsiveness to online engagement.

- **Hawk Communication App:**
 - Support setup, posting, and regular updates through the Hawk Communication App.
 - Provide training and assistance to departments to ensure effective use of the app.
 - Monitor community engagement and app analytics to improve communication effectiveness.
- **Newsletter & Publications:**
 - Produce and distribute a monthly newsletter featuring community updates, departmental reports, and key announcements.
 - Coordinate with staff and leadership to gather content and highlight stories that reflect Wuikinuxv values and initiatives.
- **Community Engagement & Representation:**
 - Attend community meetings and events to stay informed on programs, initiatives, and upcoming activities.
 - Capture photos and stories that showcase Nation achievements and community life.
- **Strategic Communication Planning:**
 - Work collaboratively with the management team to develop and implement a Comprehensive Communications Strategy that aligns with Nation goals.
 - Contribute to branding, messaging, and marketing materials that reflect the Wuikinuxv Nation's values and identity.

Qualifications and Skills

- Strong organizational, writing, and time management skills.
- Excellent command of written English and clear communication style.
- High proficiency with Microsoft Office (Word, PowerPoint, Outlook); experience with Canva, Mailchimp, or other design tools is an asset.
- Strong understanding of social media platforms, including analytics, posting, and engagement best practices.
- Experience with website management and/or content management systems (WordPress or similar).
- Experience with mobile communication platforms such as Hawk App is an asset.
- Ability to multitask and manage multiple projects independently.
- Self-motivated, dependable, and able to work collaboratively within a team environment.
- Photography, videography, or digital storytelling skills are considered an asset.

Remuneration and Benefits

- Full-time position (35 hours/week).
- Starting wage: **\$27.50/hour**, commensurate with qualifications and experience.
- Eligible for Wuikinuxv Nation's benefits package after probationary period.
- Opportunities for professional development and training in communications, marketing, or IT systems.

How to Apply

Send your resume and an application form to **executive_director@wuikinuxv.net** with subject **"Communications Coordinator"** by November 17, 2025.