



## EMPLOYMENT OPPORTUNITY

**Communications Specialist**  
No. 2026-COMM-02  
Internal/External



*Who we are:* **First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers**

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: [www.fnfa.ca](http://www.fnfa.ca).

*Job Summary:* Reporting to the Director of Communications and Marketing (the Director), the Communications Specialist supports the creation of engaging content of FNFA's vision and mission to our main audiences: borrowing members, potential borrowing members, investors, and the public. This position requires an experienced communications professional to develop high-quality and attractive content for various projects.

The ideal candidate demonstrates thoughtful and creative storytelling skills, professionalism and consistently produces culturally appropriate and audience-focused content. Additionally, the candidate brings experience working in Indigenous contexts with respect, humility, and a commitment to continuous learning. This position requires occasional travel.

*Primary Job Responsibilities:* **Communications and Collaboration**

1. Develops and manages internal communication plans as approved by the Director to foster inter-departmental awareness and alignment.
2. Collaborates with the Communications team to ensure strategies elevate FNFA's brand to member communities, potential members, investors and the public.
3. Develops written materials including press releases, Q&As, FAQs, briefing notes, media statements.
4. Drafts and edits clear, engaging content for FNFA's quarterly newsletter.
5. Coordinates and supports design and layout of branded communications collateral for print and digital such as tradeshow booth collateral, brochures, flyers, etc.
6. Works with FNFA member communities, partners and other organizations to capture community case studies and success stories.
7. Collaborates with the Director on the development, design and execution of FNFA's annual report.

	<p>8. Coordinates multiple priorities across internal teams and external partners in an organized and adaptable manner.</p> <p>9. Continuously introduce fresh and innovative ideas to uplift FNFA’s members and organizational mission.</p> <p><b><u>Digital Content Creation:</u></b></p> <p>10. Develops and manages strategic digital marketing campaigns and branded video content to support awareness of community projects, educational video campaigns and organizational initiatives.</p> <p>11. Plans, films and edits video content with professional level knowledge of lighting, framing and audio capture while adhering to our brand guidelines.</p> <p>12. Records, edits, and produces FNFA’s podcasts series and supports coordination with show topics and guests.</p> <p>13. Develops and manages social media content, in collaboration with the Social Media and Marketing Coordinator, to produce engaging social content including short videos, reels, and longer form videos.</p> <p>14. Sets up and installs audio-visual requirements for internal and external use i.e. cameras, microphones, lighting, broadcast computers, etc.</p> <p>15. Organizes and develops FNFA’s media room for functionality and usability.</p> <p><b><u>Website Management</u></b></p> <p>16. Updates FNFA website and other marketing materials as required.</p> <p>17. Monitors and analyzes website performance highlighting areas for improvement both in user experience and brand awareness.</p> <p>18. Coordinates with external providers and the IT department for technical support or development.</p>
<p><i>Who Can Apply*:</i></p>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree or diploma in communications, journalism, marketing, public relations, or in a similar field of study.</li> <li>• 5-7 years’ professional working experience in developing and implementing digital marketing campaigns.</li> <li>• Understanding and awareness of FNFA services, marketing and communication policies, procedures, rules, and regulations and the ability to apply this knowledge in the performance of tasks.</li> <li>• Exceptional communication (both written and verbal).</li> <li>• Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.</li> <li>• Advanced experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator, and Premiere Pro).</li> <li>• Working knowledge of Microsoft Office products, internet, wire services, media monitoring software, and other marketing tools.</li> <li>• Proficiency in video production and editing using Adobe Premiere Pro or Final Cut Pro.</li> <li>• Knowledge and experience of photography production and editing.</li> <li>• Ability for moderate to frequent travel to First Nations member communities across Canada.</li> <li>• Bilingual in English and French is considered a strong asset.</li> <li>• Previous experience working with First Nation communities.</li> <li>• Knowledge of First Nation issues and opportunities from a national and international perspective is considered a strong asset.</li> </ul>

<p><i>Starting Compensation:</i></p> <p><i>Benefits:</i></p> <p><i>Location:</i></p> <p><i>Duration:</i></p>	<p><b>\$90,000 - \$120,000</b> (dependent on qualifications and experience)</p> <ul style="list-style-type: none"> <li>• Work/life balance – our workdays are typically 8:00 am to 4:00 pm, weekdays</li> <li>• Retirement contributions of 6%</li> <li>• 100% Employer paid extended health benefits</li> <li>• Generous paid time off (including annual holiday office closure)</li> <li>• Employee wellness programs</li> <li>• Career development (FNFA believes in mentorship and professional development)</li> </ul> <p>The successful candidate will work in the Westbank Offices on the traditional territory of the Okanagan Syilx people.</p> <p>Full-time position (37.5 hours/week)</p>
<p><i>Application process:</i></p> <p><i>Application Deadline:</i></p>	<p>Please email your resume and cover letter with three work-related references of immediate supervisors to: <a href="mailto:careers@fnfa.ca">careers@fnfa.ca</a></p> <p>We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p> <p><b>Until the position is filled.</b></p> <p><i>FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.</i></p>