



# Tseshaht First Nation

## Expression of Interest

### COMMUNICATIONS ASSISTANT

*Employment opportunity for Tseshaht members*

The Tseshaht First Nation Administration Office is now accepting resumes for a 1-year Contract position of Communications Assistant. This position is part-time with flexible hours up to 50 hours bi-weekly (25 hours per week).

#### JOB HIGHLIGHTS

Tseshaht First Nation is a unified, self-determining Nation, rooted in our teachings and ways of being, taking a proactive role to improve the health and well-being of our members and those yet unborn; strengthening our language and culture; and stewarding our *haaḥaaḥuuli*. Living our culture. The Communications Assistant role will support internal and external communication for Tseshaht First Nation Administration and Tseshaht Elected Council.

#### RESPONSIBILITIES

This contract position is responsible to:

- Assist in establishing clear and consistent communication pathways between community members, staff, and Council,
- Contribute to the creation and implementation of, communications and engagement strategies, plans, policy, and initiatives,
- Assist with all Tseshaht social media, including drafting, postings, and coordinating responses to community social media inquiries,
- Assist in producing regular scheduled community updates, and reports
- Assist in updating the Tseshaht First Nation Website, and
- Utilize email blasts and other forms of distribution of communication material

#### QUALIFICATIONS

- An interest in Communications, and/or Public Relations,
- Must possess a valid BC Driver's License and a vehicle
- Satisfactory Criminal Record Check

#### KNOWLEDGE, SKILLS, ABILITIES

- Good knowledge of social media platforms
- Knowledge of Tseshaht cultural and spiritual beliefs of Tseshaht membership or neighbouring First Nations
- Excellent public relations, and interpersonal skills
- Excellent written and verbal communication skills, with keen attention to detail
- The ability to work independently and under pressure in a fast-paced, multi-tasking environment
- Ability to use sound judgement, tact and diplomacy with internal and external partners

#### Hiring organization

Tseshaht First Nation

#### Employment Type

Part-time

#### Working Hours

50 hours bi-weekly

#### Wage Range

\$22.00 - \$25.00/hour

#### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, Canada V9Y 8X9

#### Date posted

July 23, 2025

#### Valid through

August 6, 2025

**TSESHAHT**  
**WE'RE**  
**HIRING!**  
**MEMBERS**

## **WILLINGNESS STATEMENTS**

Candidate must be willing and able to:

- Understand and commit to a diverse and inclusive workplace
- Work outside standard business hours as needed, including statutory holidays and weekends
- Work on-call and extended hours during emergencies

## **HOW TO APPLY:**

Submit a cover letter, resume, and three (3) references to:

Tseshah First Nation, Attention: Melissa Bigmore, Communications Liaison  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [apply@tseshaht.com](mailto:apply@tseshaht.com)

**CLOSING DATE:** August 6, 2025

*Tseshah First Nation is an equal opportunity employer and strongly encourages its members, as well as other First Nation individuals who meet the qualifications, to apply. Whenever possible, employment opportunities and contracted services will be offered to qualified and eligible Tseshah members.*