



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

May 26, 2026

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Communications Assistant	Pay Rate:	\$ 28.00 – 37.00 (based on experience and credentials)
Department:	Communications	Classification:	7/Administration
Status:	Full-Time; Permanent		
Responsible To:	Communications Manager	Hours of work:	35 hours per week
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton BC, V2A 0E8		
Closing Date:	June 10, 2026		

Job Summary:

Reporting to the Communications Manager, the Communications Assistant is responsible for the development and implementation of a comprehensive communications engagement, as related to the Penticton Indian Band (PIB) strategic plan, and to support and promote the roles and activities of the Band and Band entities. The Communications Assistant will consult with Communications Manager and Department Managers and assist on various engagement initiatives and produce and distribute materials for communicating information about PIB to its businesses and PIB membership. The Communications Assistant will also manage social media accounts and other public communications platforms, as well as monitoring PIB's online presence

Core Competencies:

- Communication
- Ethics and Integrity
- Networking and Relationship Building
- Teamwork
- Prioritization and Problem Solving
- Flexibility & Efficiency
- Research
- Results Orientation
- Resourcefulness
- Strategic Thinking
- Stakeholder Engagement

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Assist in the implementation of the communications strategy and polices to community members, various levels of government and the public about the Penticton Indian Band.
- Researching information as required, ensuring accuracy of outgoing communications.
- Assist in the development of audiovisual material for the Penticton Indian Band (e.g., Community Notices, PowerPoint, slideshows, video, etc.).
- Assist with Departments to research, development and coordination of Presentations, Deliverables, Engagement Plans and Band Meeting Briefing Notes
- Develop, build and maintain excellent work and community relationships and understanding of Community engagement needs
- Organize and facilitate focus groups, meetings, information sessions, and other public engagements when required.
- Aid in the development of a branding strategy consistent with organizational goals and objectives for the Penticton Indian Band and ensuring that all communications and advertising pieces and products are cohesive and align with the Penticton Indian Band's brand and vision.
- Maintains a high degree of confidentiality on all matters relating to the affairs of the Penticton Indian Band.
- Assist in the preparation and completion of the Penticton Indian Band Annual Report.
- Accountable to the Penticton Band Membership for the accuracy, regularity and timely delivery of information and communications.
- Other duties as assigned as mutually agreed upon

Digital & Public Communications

- Manage social media accounts and other public communications platforms, by providing strategic direction and tactical support, ensuring content of media feeds is engaging and informative, and moderating enquiries and online conversations.
- Create and schedule engaging digital content
- Monitor PIB's online presence and engagement, reporting trends and opportunities
- Ensure communications reflect PIB brand guidelines and values

Events Coordination

- Assist with planning, coordinating, and delivering PIB events, including community gatherings, meetings, ceremonies, and special initiatives
- Coordinate event logistics such as venues, schedules, equipment, catering, vendors, and supplies
- Support event promotion and communications before, during, and after events
- Assist with on-site event coordination and volunteer or staff support
- Help gather feedback and assist with post-event reporting and evaluation

Collaboration & Administrative Support

- Collaborate with Department Managers to support communications and event needs
- Assist to maintain event and communications calendars
- Provide general administrative support related to communications and events as required

Specific Job Skills and Levels

- Excellent communications skills, both written and verbal.
- Excellent interpersonal and organizational skills.
- Excellent project management skills.
- Good Event and project management skills (with proven ability to organize a successful event)
- Quality interactions with internal and external contacts to achieve defined goals.
- Advanced Computer skills, adept in Microsoft Office and digital media and design software, such as Canva, Adobe Photoshop, and Website Content Management, HTML etc.
- Extensive knowledge of social media platforms including Facebook, Twitter, LinkedIn, YouTube, etc.
- Conflict resolution and mediation skills.
- Sound analytical and problem-solving skills.
- Ability to proactively identify and serve the communication needs of the Penticton Indian Band.
- Attentive to detail and quality of work.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 minimum
- Post Secondary Degree and/or Diploma in areas of Communications and/or equivalent experience

Other Certification, Licenses, Designations and/or Training

- Training in proofreading and editing copy.
- Valid Driver's License

Minimum Level of Experience

- Minimum 3 years in a communications and/or marketing field and/or 3 years' experience in a First Nation Government or Regional Organization; or
- Combination of relevant training and experience.

Assets:

- Understanding and knowledge of PIB stakeholder and community concerns, history, families, values and culture, as well as First Nations values and issues at large

Working Conditions:

- Although a standard 35-hour work week is typical, some communications activities such as conferences, speeches, meetings, and community activities may require individuals to have a willingness and ability to work variable hours, including weekends and evenings, and overtime as required.
- Ability to attend and conduct presentations.
- Some travel may be required.

- Busy, engaging work tasks
- Manual dexterity requires the use desktop computer and peripherals .
- Sitting at workstation for extended periods of time.
- High volume of communication demands (telephone calls, emails, face to face, etc.)
- Safe work environment
- Drug and alcohol-free workplace
- This a non-remote work position

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail:	841 Westhills Drive Penticton, BC V2A 0E8	Fax: (250) 493-2882 Email: jobs@pib.ca
In Person:	PIB Administration Offices – 841 Westhills Drive, Penticton, BC	

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.