



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Communications Summer Student – Term, Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the Manager of Communications, the Communications Summer Student will assist in various administrative tasks to support the Communications team and gain insight into the functions and responsibilities of Westbank First Nation's Communications Department.

Want to know more? You will..

- Provide administrative support and assistance to the Communications Department
- Assist with Communications projects and initiatives
- Provide support to various Communications functions including writing newsletter articles, attending events, taking photos and helping with various event setup as required
- Assist in implementing strategic social media campaigns that meet WFN's objectives and goals
- Answer calls, return voicemails and take messages for the Department
- Collaborate with team members to develop reports, presentations, and communication materials for internal and external stakeholders
- Perform all duties and responsibilities in accordance with the Westbank First Nation policies, standards, and procedures and as directed by the Manager of Communications

Must Haves:

- Grade 12 or in a post-secondary program
- Educational interest in Communications, Business Administration, or related fields
- Valid BC Driver's License and Acceptable Driver's Abstract
- Proficiency in Microsoft Word and Outlook
- Knowledge of Westbank First Nations Community & Services

Community. Leadership. Pride.

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The median hourly wage for this position is \$23.00

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, May 10, 2026