



EMPLOYMENT OPPORTUNITY

Bilingual Communications and Marketing Specialist

First Nations Finance Authority

No. 2024-COMM-01
Internal/External

Who we are:

Located in the beautiful Okanagan Syilx territory on Westbank First Nation, First Nations Finance Authority or FNFA is a First Nations-owned and operated national not-for-profit organization that has been supporting First Nation communities across the country since 2005.

Our goal is to support First Nation member communities and organizations to realize their futures on their own terms by offering the best financing and investment rates and terms to build prosperity and success for current and future generations. Learn more: www.fnfa.ca

Our organization encourages development, learning, and diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. We are passionate about seeing our member Nations prosper and success on their own terms.

Job Summary:

The Bilingual Communications and Marketing Specialist will primarily be responsible for creating high-quality communication and marketing content in both French and English to support the FNFA's priorities and organizational goals. The incumbent will also support the Communications Manager in the development of materials adapted to French-speaking First Nations in Quebec including social media posts, web articles, e-newsletters, brochures, press releases and advertisements. The Specialist will also be responsible for writing, translating and proofreading marketing and communications materials into French, and other tasks assigned by the Communications Manager.

This position is remote; travel will be required from time to time.

*Primary Job
Responsibilities:*

- **Material Development and Translation:** Creation of high-quality FNFA branded print, digital and social media marketing content and collateral (i.e., Loan Summary Booklet, brochures, podcast and video captioning, website, etc.) and corresponding translations. Assisting in drafting bilingual communications materials including press releases, brochures, AGM documents and other materials as needed.
- **Content Translation - English to French:** Translate English marketing and communications materials into French and proofread to ensure linguistic and cultural appropriateness for French-speaking First Nations audiences.
- **Communications Support:** Interviewing members virtually, in-person, and/or on-camera to capture FNFA testimonials in both languages. Writing and translating annual report stories, video captioning, social media posts, etc. Contributing bilingual content for newsletters, announcements, and updates. Reviews and revises FNFA's Lexicon Manual and Bilingual Policy on an annual basis. Facilitate effective communication between English and French-speaking teams within the organization.
- **Event Support:** Assisting with planning, coordinating, and executing of events, both internal and external. Contributing to the development of event

promotional materials, including invitations and programs. Researching and writing regional, provincial, national, and international award applications.

Who Can Apply:*

The ideal candidate will have:

- Post-secondary degree in Communications, Marketing, or a related field.
- Proven experience working in communications, public relations, content creation or translation or an equivalent combination of education and experience.
- Exceptional proficiency and fluency in French and English, both written and spoken.
- Familiarity with marketing best practices and the ability to create engaging content.
- Strong writing and editing skills in both languages.
- Accuracy and attention to detail in a fast-paced environment with multiple competing priorities.
- Excellent organizational and time management skills.
- Must be capable of maintaining confidentiality.
- Ability to work collaboratively, exercise tact, critical thinking, and good judgment.
- Ability to find and implement creative and practical solutions to problems.
- Thorough understanding of social, national, and Indigenous media is an asset.
- Working knowledge of Microsoft Word, PowerPoint, Excel, MailChimp, social media channels, and other public relation tools.
- Knowledge and/or experience working with First Nation in Quebec is an asset.
- Proficiency in Adobe Creative Suite as well as video and audio editing software is also an asset.

Other Job Requirements:

FNFA requires proof of COVID-19 vaccination as a condition of employment.

Starting Compensation:

\$80,000 - \$90,000

Benefits:

- Work/life balance - our workdays are 8:00 am to 4:00 pm, weekdays
- Retirement contribution matching of 6%
- 100% Employer paid extended health benefits
- Generous vacation package
- Employee wellness programs
- Career development (FNFA believes in mentorship and professional development)

Location:

The successful candidate successful candidate will work remotely.

Duration:

Full-time position

Application process:

Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca

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.

*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the *Canadian Human Rights Act*; therefore, please self-identify in your cover letter.

Application Deadline:

April 29, 2024 or until position is filled.