



WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Bilijk • Sitansisk • Welamukotuk

Employment Opportunity –Wolastoqey Tribal Council Inc.

Engagement Coordinator

Location: Fredericton, New Brunswick, Canada

Duration: One year with possibility of renewal

Reporting to: Executive Director

Date issued: August 26th, 2026

Deadline for application: September 13th, 2026

About the Organization:

The Wolastoqey Tribal Council Inc. (WTCI) is a not-for-profit organization whose role is to provide capacity-building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick. These member communities consist of Matawaskiye (Madawaska Maliseet First Nation), Wotstak (Woodstock First Nation), Bilijk (Kingsclear First Nation), Sitansisk (St. Mary's First Nation), and Welamukotuk (Oromocto First Nation).

Visit our website for more information: www.wolastoqey.ca

Position Overview:

The Wolastoqey Tribal council is currently seeking a creative, organized, and community-minded Engagement Coordinator to support our outreach, communications, and event activities. This position plays an important role in helping ensure our communications materials, events, and public-facing information are professional, engaging, and accessible to communities and partners. The successful candidate will support social media content, website updates, event coordination, promotional materials, and community communications while working closely with staff across the organization.

Key Responsibilities:

Communications & Outreach

- Create and schedule social media content, primarily for Facebook and other digital platforms
- Assist with updating website content (training provided)

- Design and format reports, presentations, brochures, newsletters, and information packages
- Support development of promotional and community outreach materials
- Draft and distribute community notices and event communications
- Ensure organizational materials maintain a professional and consistent visual style with our branding guidelines

Event Coordination

- Support planning and coordination of organizational events, large meetings, workshops, and community gatherings
- Manage event registrations and attendee communications
- Assist with venue bookings, catering coordination, and event logistics
- Prepare event materials, signage, presentations, and handouts
- Take photographs at events for communications and promotional use
- Assist with post-event follow-up and communications

Administrative & Team Support

- Work collaboratively with staff to support program communications and outreach needs
- Maintain organized digital files, templates, and communications materials
- Assist with other communications and engagement activities as required

Qualifications:

- Experience with social media management and content creation
- Strong written communication and editing skills
- Experience using Canva and Microsoft Office
- Strong organizational and time management skills
- Ability to manage multiple projects and deadlines
- Experience coordinating events, registrations, or community activities is considered an asset
- Photography experience is considered an asset

Post-secondary education in communications, marketing, event coordination, public relations, administration, or a related field is considered an asset. Equivalent experience, creative portfolios, and demonstrated skills will also be considered.

Additional Notes:

- Valid Class 5 Driver's license, insurance, and access to a vehicle.
- Willingness to travel and Flexible hours to accommodate events and engagements
- Applicants may not be holders of elected political office
- Criminal record checks are required for successful applicants

Remuneration is commensurate with qualifications and experience. The Wolastoqey Tribal Council Inc. offers competitive salary and benefits to our employees. The salary range for this position is \$52,000.00 - \$67,000.00. Working location is 35 Dedham St, Sitansisk (Fredericton, New Brunswick).

Applications should be submitted in confidence via email, with the subject line "Engagement Coordinator" to: human.resources@wolastoqey.ca. The deadline for application is September 13th, 2026.

WTCI hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.

Note: personal suitability will also be considered during the hiring process.