



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS: OCTOBER 26, 2018

**CLOSES: OPENED UNTIL FILLED
(REVIEW APPS NOVEMBER 30, 2018)**

JOB TITLE: COMMUNICATIONS DIRECTOR

DEPARTMENT: COMMUNICATIONS DEPT.

REPORTS TO: TRIBAL COUNCIL

SALARY: DOQ + BENEFITS

POSITION SUMMARY:

Reporting to the Tribal Council, the Communications Director will recommend and guide the strategy for all communications, website and public relations messages to consistently articulate the Tribe's objectives with integrity and neutrality. The Communications Director will work closely with the Tribal Council and each Tribal entity's senior management team as the communications partner on a variety of strategic activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works closely with Tribal Council to develop, implement and manage the Tribe's communications plan across all Entities* and membership.
2. Participates at the senior management team level to develop a collective communications vision which encompasses the Tribe's mission and strategic goals.
3. Assists Tribal Leadership with internal and external communications to promote the public image of the Tribe
4. Oversees the development, distribution and maintenance of all print and electronic communications, including, but not limited to, newspaper, newsletters, brochures, reports Tribe's website, and social media presence.
5. Handles crisis management communications as the Tribe's primary point of contact.
6. Recommends appropriate communications policy for Tribal Council consideration for approval and implements approved policy.
7. Publishes the Tribal Newspaper. Oversees story assignment, editing copy and production, and news content.
8. Develops and maintains positive relationships with members of the media and elected officials.

9. Coordinates the archiving and preservation of all digital and physical media with the Historical Preservation Department.
10. Develops and manages the annual department budget, including any necessary budget modifications.
11. Provides regular updates to the Tribal Council
12. Supervises and conducts performance evaluations for all communications and newspaper staff.
13. Performs other duties as assigned.

- ❖ Entities is defined as all Tribal Entities which include the Emerald Queen Casino, Health Authority, Chief Leschi, PTCE, Marine View Ventures, and the Salish Cancer Center, and any other Entity assigned by Tribal Council in the future.

SUPERVISORY RESPONSIBILITIES

Directly supervises the staff of the Communications department. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree (BA/BS) from an accredited college or university in Public Relations, Business, Journalism or other relevant field and a minimum of five years full-time professional experience in Public Relations or Journalism preferably in a multi-platform news environment including news writing and editing, webpage production and content, press releases and acting as primary spokesperson required.

Must have a minimum of five years direct supervisory experience at a senior level.

Must demonstrate knowledge of public media standards and values, effective communication and interpersonal skills, and proficiently in online research and multimedia production.

Other Skills:

- Must have excellent memory for details.
- Must be able to meet strict deadlines under potentially stressful conditions and deal effectively with multiple competing tasks.
- Must demonstrate excellent writing/editing and verbal communication skills.

- Must have a strong track record as an implementer who is able to manage a variety of key initiatives concurrently.
- Must work cooperatively with all constituent groups including Tribal Council, senior leadership, employees, Tribal Members, volunteers, community partners, etc.

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management and community partners. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret professional journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from staff, membership and the public. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions.

Mathematical Skills

Ability to work with mathematical concepts such as fractions, percentages, ratios, and apply them to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must have and maintain a valid and unrestricted state driver’s license and proof of insurance. Driver’s license must not contain any restrictions that would otherwise prevent an employee from driving a GSA or Tribal vehicle.

Other Skills and Abilities

- Photography experience preferred.
- Must have sensitivity to Tribal traditions and culture.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier and other standard office equipment, including publishing software.
- Requires the ability to read, write, communicate, and interpret information accurately in English.

- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is low to moderate.
- The employee is frequently exposed to outside weather conditions.
- Requires travel using employee’s own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963

Email: jobs@puyalluptribe-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*