



THE COQUILLE INDIAN TRIBE

Job Title: Communications Specialist
Department: Administration
Reports to: Communications Director
FLSA Status: Non-exempt full-time
Salary Grade: \$21.45 - \$34.86
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

The Digital Communications Specialist will facilitate tribal communication with tribal members, tribal families, tribal employees and occasionally the general public through a variety of mediums. The Digital Communications Specialist will create, monitor and update online content, collect and distribute information through digital and print platforms, and manage social media accounts. The Digital Communications Specialist will work as an integral part of the communications team and coordinate with tribal departments and programs to ensure that content is current and accurate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, monitors and updates web content, in cooperation with relevant departments and programs. Consistently reviews the MyTribe site for obsolete information and broken links.
2. Takes primary responsibility for writing, editing and distributing the digital K'wen Weekly, K'wen Alert and Council K'wen publications.
3. Contributes stories and photos to the monthly printed newsletter as assigned.
4. Assists in preparation and distribution of the monthly newsletter as directed.
5. Participates in moderating the K'wen 'inish-ha Facebook group.
6. Posts to various social media accounts on the tribe's behalf, as assigned.
7. Assists the Communications Director in developing relevant materials for Tribal Council, tribal administration, Ko-Kwel Wellness Center and tribal enterprise initiatives and projects.
8. Assists the Communications Director in planning and executing communications strategies.
9. Collaborates with other communications team members to provide timely, accurate, engaging information.
10. Is sensitive to the content concerns of tribal members, the Tribal Council and tribal administration.
11. Recognizes the necessity of maintaining proprietary and confidential information in all communications, while maintaining the assumption that all communications will be considered "on the record."

12. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
5. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
6. Excellent verbal communication skills, including proficiency with common U.S. publication style
7. Excellent computer literacy, including basic knowledge of MS Office and WordPress (Experience with Content Management Systems, HTML and Photoshop is a plus.)
8. Proficiency with Facebook (Proficiency with other social media is a plus.)
9. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
10. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
11. Strong organizational skills and attention to detail.
12. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization

REQUIRED QUALIFICATIONS

1. Associate degree required. Bachelor's degree preferred, preferably in communications or journalism. A combination of formal education, relevant certifications, training and related work experience will be considered.

2. 3 years of professional experience writing for publication in print, broadcast or digital media as demonstrated in submitted work samples.
3. Strong working knowledge of relevant software (including Microsoft Office Suite and Adobe Suite) and working experience with various social media websites required.
4. Demonstrated ability to use content management systems to create and modify digital content and design required.
5. Current and valid Oregon driver's license in good standing is required, with no insurability issues as determined by the tribe's insurance carrier.