



THE COQUILLE INDIAN TRIBE

Job Title: Communications Specialist
Department: Administration
Reports to: Tribal Communications Director
FLSA Status: Non-exempt
Salary Grade: \$23.71 - \$38.53
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 Communications Specialist will facilitate communication with Tribal members, Tribal families, Tribal employees and occasionally the general public through a variety of mediums. Will create, monitor and update online content, collect and distribute information through digital and print platforms, and manage social media accounts. Will work as an integral part of the communications team and coordinate with Tribal departments and programs to ensure content is current and accurate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates, monitors and updates web content, in cooperation with relevant departments and programs. Reviews and redesigns the MyTribe site as needed. Ensures site's updated information and working links. Provides tech support as necessary.
2. Writes, edits and distributes the weekly virtual newsletters. Administers weekly staff update emails.
3. Administers and moderates the K'wen 'inish-ha Facebook group.
4. Posts to various social media accounts on the Tribe's behalf, as assigned.
5. Provides photography and videography for events and project production.
6. Conducts interviews as necessary for paper newsletter, in coordination with newsletter editor.
7. Performs graphic design for flyers, website, newsletters, and other projects.
8. Assists the Tribal Communications Director in planning and executing communications strategies.
9. Collaborates with other departments to plan and implement projects' communication strategies.
10. Remains 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. Attends team meetings.
13. 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, and sitting for extended periods of time. Requires occasional standing and walking; climbing or balancing; and stooping, kneeling, crouching, or crawling. Work involves occasional exposure to excessive noise. Work is generally performed in an office setting with occasional work outdoors. Evening and/or weekend work may be required. 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, Adobe WordPress, and Elementor (Experience with Content Management Systems, HTML and Photoshop is a plus.)
8. Proficiency with Facebook, Instagram and Twitter (Proficiency with other social media is a plus.)
9. Proficiency with Canon camera and related gear, and online video editing
10. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
11. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
12. Strong organizational skills and attention to detail.
13. 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 in Communications, Journalism, or related field required. Bachelor's degree preferred. A combination of formal education, relevant certifications, training and related work experience will be considered.
2. Three (3) years of professional experience creating photographic and video content for broadcast, marketing or digital media as demonstrated in submitted work samples.
3. Three (3) years of building and/or managing websites for organizations or businesses as demonstrated in submitted work samples.
4. Strong working knowledge of relevant software (including Microsoft Office Suite and Adobe Suite) and working experience with various social media websites required.
5. Demonstrated ability to use content management systems to create and modify digital content and design required.
6. Current and valid Oregon driver's license in good standing is required, with no insurability issues as determined by the tribe's insurance carrier.