



Job Title: Content Curator
Department: Communications
Reports to: Communications Director
FLSA Status: Non-Exempt
Salary: \$25.02-\$35.03
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.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Communications Director, the Content Curator provides communications support, coordination, and project management for the Coquille Tribe. The Content Curator is responsible for writing and managing content across print, digital, and web platforms, and co-managing social media strategies. This work regularly requires excellent judgment, confidentiality, and in-depth knowledge of the Tribe, its programs, personnel, and current affairs. The Content Curator works with departments to develop and execute communications strategies to support CIT priorities and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitates the development of communication with the public and tribal community to promote public awareness and understanding of the Coquille Indian Tribe's policies, programs, services and initiatives for tribal members, government agencies and the public.
2. Assists with coordination and updating of content for the tribal government internal and external websites.
3. Serve as assistant editor to the newsletter editor in coordinating the content and publishing of the Tribal newsletter.
 - a. Performs graphic design to construct the pages of the printed monthly newsletter, using Adobe InDesign software. Balances creativity while following the publication's established graphic style.
 - b. Edits and formats contributed information in appropriate style for publication.
 - c. Conceives, researches and writes feature stories, announcements, and articles suitable for tribal distribution. Ensures that the content of K'wen 'inish-ha reflects the interests and concerns of all members, regardless of where they live.
 - d. Make arrangements to deliver digital pages and to retrieve printed copies for distribution.
 - e. Assist in folding, inserting and addressing the printed copies.
4. Attends, reports on, and photographs events for stories, press releases, and other areas of interest to the tribal community.
5. Interviews staff, tribal members, and leadership as necessary.
6. Serves as primary administrator for all CIT social media. Monitors social media content, posts content as needed and encourages programs and departments to post their own content.

7. Works cooperatively with program managers and department directors, keeping them informed about relevant content.
8. 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."
9. Shoot video of events to be archived or used for social media or website content and be able to use editing software, as needed.
10. 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, and sitting and occasionally requires lifting up to 25 pounds. Requires occasional climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting or in an outdoor environment. Evening and/or weekend work will be required. Work may involve exposure to dust, fumes, or allergens. 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.

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. Maintain an excellent working knowledge of the Tribe's values and mission and ensure all communication is aligned with the values and mission.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. 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.
7. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
8. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
9. Be computer literate. Exhibit advanced computer skills (including Microsoft Office Suite and Adobe Suite) and working experience with social media and website development.
10. Ability to operate cameras and related photography/videography equipment.

11. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

QUALIFICATIONS

1. Associate's degree required. Bachelor's degree in communications or journalism preferred.
2. Demonstrated proficiency in writing, editing, and photography for a publication required.
3. Advanced computer skills (including Microsoft Office Suite and Adobe Suite) and working experience with social media and website development are required.
4. Experience with internal and executive communications is preferred.
5. Current and valid Oregon driver's license in good standing is required (or ability to obtain) with no insurability restrictions from the Tribe's insurance carrier.