

2. Create a variety of multimedia content for use with the website, Tribal Newspaper, press releases, etc. This may include including digital graphics, written articles, photos, photo essays, and short-form videos.
3. Develop story, photo and/or video ideas and contribute to the Communications Department's editorial calendar of topics to cover.
4. Research and respond to internal and external requests for information, answer questions and either route or resolve issues and concerns.
5. Proofread written material.
6. Enter event information into calendars both owned by and external to the Tribe.
7. Assist with media relations for the Tribe, under the direction of the communications director or other staff.
8. Contribute to crisis communications response as needed.
9. Perform other duties as assigned.

Level II – all of Level I duties and the following:

10. Plans and implements complex content projects, such as multi-day, multimedia series. Example for illustration purposes only: Under supervision of content manager, researches and serves as lead writer for a three-part Puyallup Tribal News series, including outlining main stories and identifying worthwhile supplemental videos, sidebars and photo essays that other staff or contractors can produce, and, under content manager's supervision, negotiating areas of responsibility within the content project.

11. Acts as team lead for public relations and other content projects that involve multiple employees, contract contributors and/or departments. Examples for illustration purposes only: Under supervision of content manager, leading Firecracker Alley public relations and promotions, including outlining work plan, coordinating vendors and billing through communications coordinators, and serving as lead writer but also working with contractors to produce supplemental content.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 Experience

Level I: HS Diploma/GED required. Bachelor's degree from an accredited college in Marketing, Communications or Journalism or a related field preferred. Candidates should be able to demonstrate understanding of effective social media use and other digital best practices. Candidate should be able to demonstrate digital photo editing experience. Candidates should understand relevant tools for website

and other digital media management and be able to write effective content specifically for website and social media. Audio/visual experience such as with streaming live on-location events a plus. Candidates should be able to demonstrate a combination of writing, photography and short-form video (for social media, for example) skills with strength in at least one area and a basic understanding of the other two.

Level II: All of the Level I requirements and two years of content production experience. Candidates may be hired as level II if they are able to demonstrate that they meet the level II requirements. Employees hired as a level I may move to a level II after two years of experience in the position and must demonstrate the ability to perform level II duties.

Level I and II:

Intermediate to extensive knowledge of word processing is required. Ability to use digital content tools such as cameras and social media platforms. Strong interest in web-based communications and knowledge of web editing skills preferred. Working knowledge of Associated Press style preferred.

Knowledge of Native American customs and traditions is required, as well as a sensitivity and appreciation for Elders, youth and other members of this and neighboring Tribes.

Must have experience in maintaining confidentiality of sensitive information.

Must be able to work long hours and carry an unpredictable schedule.

Language Skills

Ability to read, analyze and interpret general business instructions and procedure manuals. Ability to follow oral instructions and write news and feature stories using correct English, grammar, spelling, punctuation and vocabulary.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses, Certificates

Must have and maintain a valid and unrestricted Washington State driver's license and proof of insurance. Driver's License restrictions must not prevent the employee from complying with the Tribe's Vehicle Use Policy or driving a GSA vehicle.

Other Requirements

Must have reliable transportation.

Must demonstrate strong communication skills, both written and oral.

Must demonstrate an eye for detail.

Must be able to multi-task and set priorities.

This position may be required to telework on either a part time or full time basis depending upon the needs of the department and the organization. If required to telework, employee agrees to complete the Telework Agreement and abide by the Telework Policy and work expectations.

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.
- 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.
- The employee frequently is required to stand and walk.
- The employee is frequently required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.

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.
- Exposure to hazardous materials is minimal.
- Requires travel using employee's own transportation.
- May be required to work nights, weekends or holidays.

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:

Apply online at <https://us60.dayforcehcm.com/CandidatePortal/en-US/ptoiad> or visit the Puyallup Tribe's website at <http://www.puyalluptribe-nsn.gov/Employment/>.

Online Application Tips:

1. If you are using a MAC, use Safari. If you are using a PC, use Chrome.
2. Do not use a mobile cellular device.
3. Upload additional documents (resume, cover letter, letters of recommendation, tribal documentation, etc.). Please include copies of any required degrees, certificates, training, etc.
4. Native Hiring Preference – If selecting a native category (native, spouse, descendant), send in the appropriate documentation. If you have any questions about the hiring preference policy or what document to send in, contact us.
5. Provide 3+ references. We cannot obtain references from direct family members (parents, grandparents, siblings, or children). One reference must be a recent past or present supervisor. We prefer the rest of your references to include co-workers, subordinates, or other supervisors, but we can accept a personal reference from someone who is familiar with your work ethic, skills/abilities, and attendance.
6. To add more employment, education, or references, click on the small blue + sign in the upper right corner of the page.
7. When entering salaries, use only numbers. Do not use any other characters (such as , . or \$).
8. After you submit your application, you will receive an email confirmation. If you do not receive an email, please call contact Human Resources to confirm receipt.

*If you have any questions about the online application, please call (253) 573-7863
or email jobs@puyalluptribe-nsn.gov.*