

**NORTHERN CHEYENNE TRIBE
TRIBAL COUNCIL
JOB RE-ADVERTISEMENT
2017**

POSITION: Media Specialist

SALARY: D.O.E.

DEPARTMENT: NC Tribal Council

ACCOUNTABLE TO: Sargent of Arms

OPENING DATE: November 30th 2017

CLOSING DATE: December 15th 2017

How To Apply: Submit a completed application, **RESUME**, (3) current (within 1 year) signed letters of reference, (if claiming tribal preference) a copy of tribal certification or tribal I.D., (if claiming Veteran's preference) a DD214 & High School Diploma/transcript to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

THIS IS A POLITICAL APPOINTMENT UNDER THE NORTHERN CHEYENNE TRIBAL COUNCIL. THIS APPOINTMENT WILL RUN CONCURRENT WITH THE PRESENT TRIBAL ELECTION. THIS APPOINTMENT IS AN AT WILL APPOINTMENT.

SUMMARY OF WORK:

This position **shall be** responsible for providing information to the Northern Cheyenne population primarily by monthly tribal council letter. Additional variety of mediums may include but not limited to calendars, flyers, posters, cable television, billboards, internet, video and other appropriate media. In addition, **will serve** as a legislative aide to research legislative documents, will work with the Tribal Council closely ensuring that all legislative issues are addressed in a timely manner.

JOB CHARACTERISTICS:

Nature of Work: This position **requires** the employee to collaborate with the Tribal Council to inform the general public of council activities. **Will** design layout for newsletter, calendars, flyers, posters, cable television, billboards, and other mediums. **Must** work to promote Tribal Council initiatives and events.

Personal Contacts: Position **requires** daily personal contact with the Tribal Council.

Supervision Received: General Supervision by the Tribal Council.

Essential Functions: Northern Cheyenne Tribal Council's mission statement, goals, and objectives. **Must** observe all confidentiality, and privacy regulations pertaining to monthly publication. Other projects and related duties **may be** assigned.

Area of Accountability:

- **Works** closely with the Tribal Council
- Designing and layout of all mediums being used.
- **Adherence** to confidentiality and privacy regulations.
- Performance of media promotion of Tribal Council.
- **Must** assist with development of web pages(s) for Tribal Council, including various links.
- **Attend** information and other Tribal Council related meetings representing monthly Tribal newspaper.
- **Responsible** for assuring professionalism in Tribal Council media development.
- **Works** on assignments and projects as determined by the Tribal Council.

JOB REQUIREMENTS:

Knowledge: This position **requires** knowledge of software, hardware that is used for creating monthly Tribal newsletter, calendars flyers, posters, and videos. **Must** possess knowledge of editing mediums for printing ensuring quality assurance. Employee **should** know the protocols of tribal management systems (procurement).

Skills: Position **requires** skill in using computer software, hardware and other office equipment. **Must** have skills in basic administration including communication program, policy, and procedure implementation.

Abilities: This position **requires** the ability to organize and coordinate systems for Tribal Council to submit articles, and work on promotional ideas. **Must** be able to provide direction through planning and activities that best represent Tribal Council's mission statement. More importantly, **must adhere** to strict standards of confidentiality.

JOB PERFORMANCE STANDARDS:

- Effectively works with Tribal Administration/Programs.
- Maintains an efficient and orderly office environment.
- Adheres to confidentiality.
- Observes work hours.
- Demonstrates punctuality.
- Practices good public relations in support of Tribal Administration's functions and activities.

- Establishes and maintains an effective working relationship with supervisor, fellow employees, and public.
- **Must** agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma/transcript.
- **4** years' experience in media development
- **Recommendation** of good administrative, supervisory and communication background.