

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

Position: Public Affairs Coordinator

Salary: \$17.68 – 18.00 per hr.

Department: Northern Cheyenne Tribal Board of Health

Accountable to: Deputy Director

Classification: Regular Fulltime, Covered, Non-Exempt

OPENING DATE: July 11, 2024

CLOSING DATE: July 24, 2024 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**** Please submit any examples of graphic design and layout, digital photography and desktop publishing for review****

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

Summary of work: This position shall be responsible for the production and dissemination accurate health care information, data and publicity to the Northern Cheyenne people and communities through a number of forms such as newsletters, calendars, flyers, posters, television, billboards, internet, video and other appropriate media. This position will collect and edit health promotions and disease prevention materials along with all other Tribal Board of Health program information to effectively publicize and better educate the public on program services and events.

JOB CHARACTERISTICS:

Nature of work: The position requires the employee to collaborate with all Tribal Board of Health programs to assist with outreach, preventions, awareness and promoting through a designed public affairs strategy. The incumbent will develop progressive, culturally appropriate videos for tribal health website and other venues. The incumbent will develop newsletters, calendars, flyers, posters, and billboards. The incumbent must work to promote health initiatives and events for all tribal health programs.

Personal Contacts: The position works closely with the Director of IT, Executive Director, Health Promotions Program staff, Public Health Program Staff, the Indian Health Service staff

and the Northern Cheyenne Tribal membership.

Supervision received: General supervision by the Deputy Director.

Supervision exercised: None.

Essential functions: The position works toward promoting the Cheyenne way of life by living a clean, healthy lifestyle through tribal health's mission statement, goals and objectives. The incumbent must observe all confidentiality and privacy regulation pertaining to healthcare. Other projects and duties may be assigned.

AREAS JOB ACCOUNTABILITY AND PERFORMANCE:

- Works closely with the Director of IT, Executive Director, Tribal Board of Health program directors, supervisors, and employees.
- Designing and editing all forms, flyers/posters and mediums being used to inform the public.
- Adherence to confidentiality and privacy regulations.
- Performance of media promotion of tribal health programs.
- Update social media pages for N.C. Tribal Health Programs.
- Individual will work assigned hours to attend events as assigned by supervisor.
- Must have excellent writing skills
- Must have at least 4 years of media experience along with magazine publication experience.
- Attends informational and other health related meetings of Tribal Board of Health to document, record and report, through appropriate media, to the Tribal membership.
- Responsible for assuring professionalism, culturally appropriateness and integrity in tribal health media development and dissemination.
- Produces all employee program badges.
- Works on assignments and projects as determined by the Deputy Director.
- Effectively works with programs/components.
- Maintains an efficient and orderly office environment.
- Observes work hours.
- Demonstrates punctuality.
- Practices good public relations in support of Tribal Board of Health's functions and activities.
- Establishes and maintains an effective working relationship with supervisor, fellow employees, and public.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of computer software and appropriate technology that is required to create periodical newsletters, calendars, flyers, posters, and videos. The incumbent must possess knowledge of editing and printing to ensure quality, content and integrity of the materials. The incumbent will have to become familiar with the protocols of tribal management systems (procurement).

Skills: This position requires skill in using computer software, hardware and other office equipment and technology such as digital cameras, recorders, and sound systems. The incumbent must have skills in basic administration including program, policy, and procedure implementation.

Abilities: This position requires the ability to coordinate and collect information, data and visuals for and from Tribal Board of Health programs in order to submit articles, reports and other public promotional materials. The incumbent must be able to provide direction through planning and organizing health projects and activities that best represent the Tribal Health Board of Health's mission statement. More importantly, must adhere to strict standards of confidentiality.

EDUCATION AND EXPERIENCE:

- An Associates of Arts Degree is preferred or two (3) years of course work from a university in a related field
- Please submit any examples of graphic design and layout, digital photography and desktop publishing for review
- Experience in Adobe creative cloud, protocols, final cut pro, Microsoft publisher.
- Experience in Windows and Mac OS operating systems.

PREFERNCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)