

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT**

POSITION: Public Information Officer/Web Designer

SALARY: DOE

DEPARTMENT: Legislative Branch of the Northern Cheyenne Tribe

ACCOUNTABLE TO: Sergeant-at-Arms

CLASSIFICATION: ???

OPENING DATE: November 4, 2022

CLOSING DATE: November 21, 2022

HOW TO APPLY:

Submit a completed application, RESUME with (3) current (within one year) letters of recommendations (one must be a previous/present employer), Tribal certification or Tribal ID, (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
P.O. Box 128
Lame Deer, MT 59043

Applications may be electronically submitted to:

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

SUMMARY OF WORK:

The Public Information Officer and Web Designer should be able to assist in creating, administering and monitoring web and social media content for the Northern Cheyenne Tribal Council. With strong web writing skills, this position coordinates, plans, schedules, monitors, maintains, and posts to Northern Cheyenne Nation websites and social media platforms. High level content should reflect Northern Cheyenne values, voice and brand image.

ESSENTIAL RESPONSIBILITIES:

The Public Information Officer/Web Designer will collaborate with Council on using social media tools, information technology, on-line services, web designing to keep tribal membership informed of the activities of the Council. Will prepare press releases, notices and other social media content on behalf of the Northern Cheyenne Tribal Council

PERSONAL CONTACTS:

Personal contracts will include Tribal Council members, other legislative staff, Tribal Administration, Program Directors, and the public in various settings.

JOB PERFORMANCE AND STANDARDS:

An ideal candidate for the Public Information Officer/Web Designer position is highly organized with the ability to implement systems and follow-up processes; effectively work under pressure; use independent judgement; and produce a quality work project within tight time constraints.

JOB REQUIREMENTS:

Experience with developing web sites, preparing press releases, conducting research into current events, issues and legislative actions enacted by the Tribal Council. Monitor all social media content, Using social media marketing tools. Establish relationships/networks of professionals on social media. Highly self-motivated and directed. Experience in working in a team-oriented, collaborative environment.

KNOWLEDGE:

Ability to communicate ideas in both technical and user-friendly language.
Ability to effectively prioritize and execute tasks in a high-pressure environment.
Ability to take projects from start to finish with minimal supervision.
Applicants should demonstrate knowledge of Northern Cheyenne language and culture.
Knowledge of principles and processes for providing quality customer services.

SKILLS:

Must possess excellent written and oral communication skills
Strong creative, organizational, problem solving and time-management skills.
Must possess excellent computer skills
Requires good interpersonal communication and teamwork skills

ABILITIES:

To collaborate with staff on proposals, reports and timelines.
Must possess the ability to work on several projects simultaneously and efficiently.
Maintain a high level of confidentiality at all times
Requires a high level of problem solving skill

EDUCATION AND EXPERIENCE:

A Bachelor of Arts or Science degree from an accredited institution in Communications or related field required.
1-3 years equivalent experience preferred

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS:

Must be able to stoop, bend and lift on a daily basis
Must be able to pass a criminal background check and fingerprinting
Must be able to pass drug/alcohol testing

PREFERENCE 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.