



**Position:** Manager of Communications

**Schedule:** M-F 8-4:30PM (40 hours per week, may include evenings and weekends as needed)

**Reports to:** Tribal Administrator

**Wage Scale:** \$45,000 - \$55,000

### **Overview:**

We're currently looking for a Manager of Communications, also known as a public relations manager, responsible for managing the organization's communication strategies, both internally and externally by providing focus to departments and promoting the Tribe and its operating enterprises. The Manager of Communications will ensure that the organization's communication is effective and consistent with its brand and vision. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience in digital marketing, public relations, advertising, team collaboration, and customer service.

### **Objectives of this role**

- Utilize multidirectional communications model informed by the importance of timing and setting to share accurate and timely information.
- Design, write, edit, format, and otherwise produce communications and marketing content.
- Perform editorial research to supplement or clarify information for content.
- Manage communication with employees by liaising with internal and external executives on various projects and tasks.
- Utilize multiple outlets of information distribution including but not limited to the quarterly tribal newsletter, website, email, social media channels, newspapers (press releases), flyers, advertisements, and various types of signage.

### **Responsibilities**

- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.
- Oversee the Tribe's social media ecosystem, including strategizing for Social Media Optimization. Monitor trends in and apply knowledge of emerging social media and tools. Develop weekly posting schedules. Respond to messages, posts, and comments as appropriate.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Collect and analyze newsworthy information. Attend ITKN events and functions to capture audio and visual materials and to report current events.
- Ensure the quality of all information released or published. Abide by journalistic ethics in the acquisition and subsequent dissemination of information.



- Submit draft articles, newsletters, press releases, and other communication related materials for review prior to publication.
- Conduct market or public opinion research to assess program or campaign outcomes.
- Manage ITKN website content and Search Engine Optimization.
- Assist Enrollment Team in verifying ITKN Website Member's Area submissions. Assist in the collecting of up-to-date contact information for the membership.
- Develop strategies to increase membership engagement.
- Collect and respond to inquiries submitted by tribal members.
- Develop and maintain local, national and tribal media lists.
- Develop and manage a communications budget.
- Archive communications materials including but not limited to newsletters, mailers, photographs, and videos.
- Perform basic office administrative and/or staff duties as required.
- Forward messages to appropriate parties.
- Obtain quotes or bids as needed.
- Prepare files for production.
- Maintain professionalism and strict confidentiality with all materials.
- Organize team communications and plan events, both internal and off-site.
- Assemble, recruit, train, and oversee a diversely skilled communications team. Review and assess completed work assignments.
- Other duties as assigned.

#### **Required skills and qualifications**

- Associate's Degree in Social Media, Web Design, Communications, Journalism, or a related field or higher required.
- Minimum three years of advertising or marketing experience.
- Excellent written and verbal communication skills.
- Strong media relations skills.
- Demonstrated experience with all types of social media (e.g. Facebook, Twitter, Instagram, etc.)
- Experience working in a high-volume, fast-paced environment.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.
- Experience with multi-tasking and time management.
- Advanced Proficiency in web content management systems and Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Ability to communicate effectively and professionally.

#### **Preferred skills and qualifications**

- Experience in web site management and content development.



- Experience in developing videos and marketing collateral.
- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.

#### **Benefits and How to Apply:**

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- **To apply: Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud, KS 66094 or e-mailed to [rpankau@iowas.org](mailto:rpankau@iowas.org). Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785-595-3258.**