



Position Title: Communication Assistant
Scheduled Hours: **Full Time (Mon – Fri 8:00am – 4:30pm)**
(hours may vary depending on need)
Reports To: Manager
Wage Scale: starting wage \$16.00hr+ (depending on qualifications)

Overview:

The Communication Assistant position supports the communications and marketing team by executing various strategies and campaigns, including tasks like creating materials, social media accounts, market research, and assisting with content creation, all while collaborating with the Manager and Executive Committee to achieve Tribal awareness and goals.

Required Skills and Qualifications:

Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

- **Content creation:** Drafting blog posts, social media updates, email newsletters, and other marketing materials aligned with brand guidelines.
- **Social media management:** Scheduling and posting content across various social media platforms, engaging with followers, and monitoring analytics.
- **Market research:** Conducting competitor analysis, identifying target audiences, and gathering market data to inform marketing strategies.
- **Campaign execution:** Assisting with the launch and management of marketing campaigns across different channels, including email marketing, paid advertising, and events.
- **Graphic design support:** Creating visuals for marketing materials like infographics, presentations, and social media graphics (may require basic design skills).
- **Data analysis:** Tracking campaign performance metrics, analyzing website traffic, and generating reports to identify areas for improvement.
- **Administrative tasks:** Maintaining marketing calendars, scheduling meetings, coordinating logistics for events, and managing marketing databases.
- **Customer interaction:** Answering marketing-related inquiries from customers and potential clients.
- **Other duties as assigned.**

Required skills:

- **Strong communication skills:** Ability to write clearly, concisely, and persuasively, as well as effectively communicate with both internal and external stakeholders.
- **Creativity:** Generating engaging content ideas and adapting to different marketing channels.
- **Digital proficiency:** Familiarity with social media platforms, email marketing tools, content management systems, and web analytics.
- **Organizational skills:** Ability to manage multiple projects simultaneously and meet deadlines.
- **Analytical skills:** Understanding data and using insights to inform marketing decisions.



- Basic design skills: Proficiency in design software like Adobe Photoshop or Canva can be beneficial.

Tools and Equipment Used

- Computer, scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), and all other equipment as required to perform the duties and responsibilities of this position.

Physical Demands

- The physical demands described here are representatives 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.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 lbs and climb ladders.

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 in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with. Weather conditions may vary while daily tasks must be completed.

Qualifications/Required Knowledge, Skills, and Abilities

- High school diploma or general education degree (GED) required.
- Must be at least 18 years of age.
- Valid driver's license.
- Ability to pass a criminal background check and drug test.
- One year of experience as a Communication Assistant or in the field of marketing is preferred.
- Ability to remain calm with a pleasant attitude while multitasking is required.

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://iowatribeofkansasantnebraska.com> 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 . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.*