



Position: Communications Director

Status: Full time, exempt, eligible for benefits

Reports to: Tribal Administrator

Location: White Cloud KS (on site)

Overview: To inform, update, and post tribal updates to social media platforms, website, newsletters

Roles and Responsibilities:

- Responsible for social media postings and website postings
- Ensure accuracy and timeliness of job advertisements, events, and that of any other relevant local tribal and community information
- Create monthly newsletters, including editing, photography, writing articles, reporting tribal highlight information
- Use creativity to convey information to produce interesting content to social media, website, newsletter, and email blast
- Using technology to work on variety of digital platforms when creating content for web and mobile content
- Other duties may include.....

Qualifications:

- Communication skills: strongly developed, written and verbal communication skills are crucial.
- Leadership: planning meetings and determining the needs of the tribal entities
- Time management: skills in organization and planning to prioritize tasks, set meetings, etc
- Computer skills using various social media platforms and computer editing software
- Develop relationships with outside media outlets
- Ensure organizational materials are accurate and consistent with current tribal events
- Strong understanding of tribal operations, federal and government regulations

Benefits & how to apply:

- Health, dental, vision, short term disability & life insurance provided
- Optional 401 K with up to 3% match (after one year of service), biweekly pay, accrued sick and vacation time, paid holidays
- **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 kdawson@greysnow.com**
- **Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.** Applications accepted until the position is filled.