EMPLOYMENT OPPORTUNITY
RINCON BAND OF LUISEÑO INDIANS

Title: Director of Communications
Open Date: 04/14/2017
Requisition Number: 014-2017
Department: Tribal Council
Salary: Commensurate with experience
Reports to: Tribal Chairperson
Location: Valley Center, CA

OPPORTUNITY: The Director of Communications serves at the satisfaction of the Rincon Tribal Council, and is considered an at will employee. This position is responsible for the management of the Tribal Government communications strategy and objectives. Develops communication plan and implements a broad range of communication activities. This position reports to the Tribal Chairperson, in the absence of the Tribal Chairperson this position will report to the Vice Chairperson. The position requires strong communication management skills and an executive professional image.

JOB QUALIFICATIONS: High School Diploma or GED. Bachelor's degree from an accredited college or university with major course work in Communications, Public Administration, Public Affairs, or a closely related field. Ten (10) years of progressively responsible experience in Public/Private Communications /Media Relations. Experience working within Tribal Governments or enterprises.

WORK-RELATED KNOWLEDGE: Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

LICENSES OR CERTIFICATIONS: Valid driver’s license

JOB RESPONSIBILITIES:

1. Assist the Tribal Chairperson and Tribal Council with achieving the Band's organizational goals and objectives by administering the communications and public relations initiatives as determined by the Tribal Council. Expand internal communications and outreach goals.

2. Meet the communications responsibilities, management and communications oversight, and production, as spelled out in the Rincon PR protocols.

3. Develop, integrate, and implement communication activities to advance the Band's brand identity and broaden awareness of Tribal programs and priorities. Cultivate and maintain strong media relationships.

4. Contract out specific projects with Council approval.
5. Interface with Council and the Finance department to develop a communications budget.

6. Provide communications assistance to Tribal enterprises through media coverage, openings, and promotions.

7. Produce list of key organizations for Council approval of membership/attendance that serve complimentary community and business interests, as well as adding to the credibility of the Rincon Government of an interested participant in the region.

8. Meet individually with department heads periodically to encourage information sharing, story development, cooperation and positive public outreach on the administration's behalf.

9. Refine the Band’s organizational core messages to ensure a consistent message.

10. Serve as executive editor for the development, production, support, and maintenance of the Band’s internal and external communication vehicles, including the main website, marketing materials, publications, newsletters, invitations, flyers, advertisements, and annual reports.

11. Secure a presence on Social Media, such as Twitter, Facebook, Instagram, and You-Tube, and others deemed appropriate for a government.

12. Coordinate, initiate, and write monthly news stories for the tribal pages in the Valley Road Runner and Times Advocate.

13. Resolve Communication affairs issues.

14. Attend Tribal Administration’s weekly meetings to collect information about Tribal activities, positive news stories, and promote adherence to communication protocols.

15. Attend all training and meetings as requested or required.

OTHER DUTIES

1. Perform other related duties as required.

CLOSING DATE: Open until filled.

HOW TO APPLY: Submit a resume to the Human Resources Department, 1 West Tribal Rd., Valley Center, California 92082, or e-mail to jobs@rincontribe.org

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation, drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseno Indians is an equal opportunity employer.