



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Communications Officer – Tribal Council (Full Time - Regular)**

**Summary:** To assist the Tribal Council Recorder and the Tribe in keeping citizens (members) informed as the status of Tribal Council and all other matters affecting the Tribe and its citizens. The Communications Officer (CO) will create high-quality marketing and communication materials for both print and web. The CO will develop original graphic pieces; upload content for social media, website, and print; and contribute to the evolution and development of the Communication Strategic Plan. This position requires someone who is highly organized and operates with independence while simultaneously fostering an inclusive environment. This position must foster and embrace a culture of learning and innovation.

### **Employment Qualifications:** A qualified candidate offers -

- Bachelor's degree in relevant field or Associate Degree with at least three years relevant professional experience.
- Previous experience at a non-profit or government conducting communications work is required.
- Previous professional experience in developing communication pieces for print media, social media, and website.
- Professional experience with videography and crafting short video clips.
- Proven ability to organize and share information effectively.
- Strong graphic design skills required, preferably proficiency in video editing software.
- Ability to assess priorities and manage a variety of competing priorities in a time-sensitive environment and to meet deadlines with attention to detail and quality.
- Advanced computer skills, including Microsoft office suite, SharePoint, Graphic design software, video editing software; social media management software.
- Web design and web development skills highly desirable.
- Exemplary interpersonal skills: ability to collaborate with effectively with culturally diverse staff with demonstrated poise, tact, integrity, and professionalism.
- Extensive knowledge and experience working with Native American communities, culture, customs, and cultural law is required.
- Enrolled citizen of a Federally recognized tribe or Alaskan native is required.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** E2

**Status:** Exempt/Bi-Weekly Pay

**Hiring Range:** \$32,600 – \$43,311

**Background Check:** Extensive

### **Application Instructions:**

Obtain an application form and a copy of the position description by contacting Human Resources at:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).*

***To apply please submit completed LRBOI application, cover letter, resume, copy of Tribal or Alaskan Native ID - front/back, transcripts for bachelor's degree, any/all licensure(s) and/or certifications required/relevant for position, and resume; to:***

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*fax: (231)331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .*

**Incomplete submissions will not be considered.**

*For further information, please contact the LRBOI HR Department.*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License with the ability to be insured under the Tribe's insurance policy, and successfully completing a 90-day introductory period.

Posted: 11-18-2021

Remove: Until Filled