



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Press Secretary – 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. This staff person serves as the chief spokesperson to the media; composes press releases dealing with legislative; writes newsletters; organizes press conferences; and generally, maintains a detailed accounting of the tribe's stance on the issues. This position is responsible to manage the communications content and delivery of such content on the Tribe's newsletter(s), website, social media accounts, and other applicable sources. The highly motivated candidate must be a critical thinker and excellent communicator, with the ability to work with all levels of the agency to establish a strong rapport and forge relations with the community and press.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- A Bachelor's degree with major emphasis in business, political science, public administration, or related field is required; or 4 years professional experience.
- Prior supervisory and media relations or communication experience is required or demonstrated.
- Five years' experience working with tribal, state, or federal government in media relations, communication, or public administration is required; may be substituted for experience
- Prior experience working for or with tribal governments is required.
- 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:** E4

**Hiring Range:** \$43,193 – \$57,279 - \$68,735

**Status:** Exempt/Bi-Weekly Pay **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 application, cover letter, resume, copy of Tribal or Alaskan Native ID - front/back, transcripts for bachelor's degree, and any/all licensure(s) and/or certifications required/relevant for position; to:*

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*fax: (231)331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@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: 01/03/2023**

**Remove: 01/17/2022**