



## JOB DESCRIPTION .

Job Title: Director	Department: Public Relations
Reports To: Tribal Administrator	Employment Status: Non- Exempt, Sensitive
Classification: Mid - Level	Supervisory Status: None
Regular Work Schedule: Full Time, Flex Schedule Required	Salary Minimum: Director Base Pay
Driving Classification: Drivers License Required	

### Summary:

The Fort Mojave Indian Tribe is seeking a positive and task-oriented individual to successfully oversee the Fort Mojave Public Relations Department, The Public Relations Director is responsible for implementing and effectively communicating Public Relations Department programs of the Fort Mojave Indian Tribe to Tribal Membership and the local community. The Director must possess an ability to understand and carry out oral and written directions; ability to communicate clearly; ability to take direction and learn quickly; ability to get along well with others; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position; exhibit reliability; courtesy; and possess a physical condition commensurate with the outreach demands of the position. The Director shall be comfortable with Public Speaking and Community Engagement. The Director shall work under direction of the Tribal Administrator, which may include and/or all of the following:

### Essential Duties and Responsibilities:

Include the following. Other duties may be assigned.

- Have knowledge or a willingness to obtain knowledge of Tribal Traditions, Customs, and Practices.
- Maintain and manage Public Relations Staff
- Possess the ability to manage staff and department schedules, including developing modified schedules to meet outreach demands.
- Possess the initiative to complete all tasks as assigned on an on-call basis to support community events. Possess writing skills that will allow the individual to review press releases, community flyers, and newsletters. .
- Create, develop, and manage department tasks, information distribution, and completing components of project planning.
- Maintain the organization, placement, and care of all department supplies and inventory.
- Review and ensure proper event outcomes and make recommendations for modification as needed.
- Ability to develop outreach events that enhance quality of life standards on the reservation.
- Manage personal schedules to ensure adequate availability to manage any planned and unplanned community events and/or emergencies.
- Manage transportation related to Tribal Sponsored community events throughout the tri state area and region.
- Manage and oversee office tasks: phone calls, receptionist duties, and events.
- Ability to multitask to respond to all correspondence including email off a daily basis.
- Acknowledge and/or be willing to learn and share knowledge and create an open and accessible event.

- Act as a role model and help create an environment that inspires learning.
- A willingness to work a demanding schedule that may require unique hours and flexibility during community hosted events.
- A willingness to be committed and dedicated to the completion of tasks in a positive manner.
- A willingness to maintain a positive attitude and ensure reliability and dependability on department projects and partnerships.
- Ability to manage multiple tasks in a fast-paced environment.
- Ability to work with youth, elders, and adults seeking information from the Department.
- Ability to lift and load supplies to and from events.
- Ability to transport supplies to and from event location(s).
- Ability to communicate effectively.
- Ability to coordinate projects effectively, which may include but are not limited to department travel, emergencies, traditional rights ceremonies, field trips, and outreach events.
- An understanding of the importance of confidentiality and the proper release of information.
- A willingness to lead tasks individually and ensure task completion if assigned as a project lead.
- Provides information to the public regarding learned cultural knowledge, department policies and practices, and answering questions as needed.
- Commit to project managing all community events including the Annual Mojave Days Celebration which will require demanding flex schedules. ◊ All other duties as assigned.

**Competency:**

To perform the job successfully, and individual should demonstrate the following competencies:

- An awareness or willingness to learn of the Government, Culture, and History of the Fort Mojave Indian Tribe.
- An awareness or willingness to learn Tribal Customs and Practices.
- A base knowledge of Microsoft Office.
- A base knowledge of principles and techniques for flyer development and creation.
- Basic techniques of still photography.
- Basic skills to develop brochures, newsletters, and flyers — Power Point, Design, Illustrator, Adobe Suites.
- Skill in developing and presenting effective materials.
- An ability to properly manage time, complete tasks, and multi-task.
- An ability to manage stress under pressure.
- Other duties as assigned by supervisor.

**Qualifications:**

Knowledge or willingness to learn Tribal Customs and provide support to department sponsored initiatives required. To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:**

- High School Graduate or GED equivalent — Required.
- Associate degree Required. May be substituted with three (3) to Five (5) years documented supervisory experience / managing staff in community engagement and or public relations/information office Required.
- Bachelor's Degree in Humanities, Journalism, Photo Journalism, or other related field — Preferred
- Driver's License Required
- Provide portfolio with application Preferred.

**Reasoning Ability:**

Ability to interpret a variety of instructions furnished written, oral, diagram, or schedule form.

**Computer Skills:**

Knowledge of Microsoft Outlook, Microsoft Word, and Microsoft PowerPoint preferred to perform this job successfully.

**Certificates and Licenses:**

The ability to perform this job requires an individual to have a valid state Driver's License insurable under the Tribe's insurance plan and passing a drug test and adhere to the Tribe's Drug-Free Policy. An individual must be able to obtain a Food Handlers card issued by the Indian Health Services or certified food handlers' program i.e. California, Arizona, Nevada within the first month of employment.

**Work Environment:**

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The work environment demands described here are representative 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. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle or feel, lift a minimum of 50 lbs, reach with hands and arms, climb, or balance, stoop, kneel, crouch or crawl, talk or hear and taste or smell.