



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Communications Director

OPEN: September 9, 2021

EXEMPT: Yes

SALARY: (11) \$33.18-\$37.16 p/h DOE

SHIFT: Day

LOCATION: Admin Building

DURATION: Regular Full-Time

CLOSES: September 22, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Communications

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: Oversees the daily communications operations, and acts as the liaison between the reporters and producer to ensure that proper communication is in place. Director also supervises Communications staff member to ensure that they are not at work and their work is satisfactory and accurate. Director is responsible to coordinate with the General Manager and LIBC for relevant current information to inform the General Council of the recent news. Director oversees a monthly newspaper, quarterly government report, annual summary, website, television broadcast, audio podcast, and other web broadcasts. In addition, Director oversees and maintains social with presences and reader boards and signage. Director will be required to create original digital content. Job requires telecommunicating, high speed internet access and high-speed mobile internet in and out of the office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Establishes communication goals to ensure that all communication flow is constant and maintained in a thorough manner.
2. Researches and develops media and communication strategies.
3. Researches and develops media technology for the workflow of Lummi Communications;
4. Assists in the strategic operations of the Lummi Nation issues as needed;
5. Supervise all communication employees, be a good role model and provide scheduling for coverage of community events
6. Responsible for managing the budget and payroll of the department; with knowledge of Excel and Accufund or other similar software products.
7. Oversee and assists in editing all print, video, audio, photography, and web designed works;
8. Editor and Chief of the Squol Quol an assist in the creation of articles, advertisements, etc. in all print related to work done by the Communications Department;
9. Sound engineer and host of a weekly audio radio podcast;
10. Consults with departments and help create content for video and audio segments;
11. Keeps abreast of all media concerning Indian Country;
12. Assists in the development of community opportunities for contribution of integrated multi-media content
13. Trains employees, interns, students in the communications and media skills
14. Assists in deploying any public relations materials such as Press Releases
15. Ascertains social services articles or events are portrayed to the community timely

16. Schedule's news conferences with the Chairman to get current information for the community
17. Maintains all Lummi Communications social media sites, while keeping up to date on the latest trending social media sites.
18. LIBC Website Content Management with some use of common web languages like HTML and CSS
19. Provide all staff communications on behalf of the LIBC and GM
20. Follows the goals and responsibilities set forth by the Lummi Indian Business Council
21. Follows all employee handbook rules and regulations
22. Implements approved communication plans
23. Maintains procedures for safe cleaning and storage of cameras, computers, and equipment.
24. Keep abreast of legal implications to prevent tribal liability, or reflecting an impression that may not be the LIBC "position"
25. Must keep abreast of media technologies and social media influential methodologies
26. Help plan events as needed
27. Coverage of community events, LIBC elections including candidate statements, and hosting the candidate forum.
28. Advertising of General Council meetings, public hearings, and other public meetings on behalf of the LIBC
29. Communications during emergencies via text, social media, email, or other. Including updating the inclement weather hotline.
30. Ability to navigate Zoom/Teams meetings and provide assistance with council for any public meetings to ensure productive meeting flows with minimal interruptions.
31. Maintain procedures for storage and archiving of different media types.
32. Maintain appropriate "Branding" for LIBC
33. Must be able to work in teams or independently.
34. Other duties as assigned

MINIMUM QUALIFICATIONS:

- BA in Communications, Education, or related field, Master's Degree *preferred*
- Five (5) years or more in communications or journalism.
- Five (5) years of budget management experience *Preferred*
- Experienced in integrated multi-media and social media,
- Experienced in management and/or program development and design
- Minimum 1 year of working in a tribal community
- Proficiency in using Apple software and hardware *Preferred*
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have a working knowledge of video broadcast and transmission, audio/radio broadcast, digital recording techniques and transmission;
- Experienced in teaching technology and /or media production;
- Must have great organizational techniques;
- Must be able to assist in strategizing public media actions of any and all issues pertaining to Lummi Nation;
- Experienced in radio preferred;
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions;
- Ability to deal with problems involving a few concrete variables in standardized situations;

- Ability to computer rate, ratio, and percent and to draw and to interpret bar graphs;
- Ability to read and interpret documents such as safety rules, operations, and maintenance instructions, and procedure manuals;
- Willing to telecommute to create and upload content as needed.
- Must have access to high speed internet.
- Demonstrated working knowledge of modern digital production products such as adobe creative suite.
- Must be able to demonstrate an aptitude for communication technologies (Digital audio and video formats, 4k video, different style cameras and storage methods)
- Must have a working knowledge in graphic design and desktop publishing
- Demonstrated strong working knowledge in digital and web technologies used in social media
- Must be able to effectively write memos, reports, letters, and press releases in a thorough matter.
- Ability to speak effectively before large groups
- Ability to create and amend budgets for the department's monthly; add, subtract, multiply, and divide in all units of measure; using whole numbers, common fractions, and decimals
- Ability to be on location (Lummi) to report and provide coverage on events
- Must be able to work independently or in teams with minimal supervision

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.