

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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PABLO MT 59855  
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**\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\***

**TITLE:** Communications Director

**LOCATION:** Tribal Administration - Pablo

**SALARY:** \$48.53 - \$63.04 per hour, plus benefits - May be employed under contract

**CLOSING DATE:** Thursday, April 11, 2024 at 5:30 p.m. (MST)

**GENERAL DESCRIPTION OF WORK:**

Under the supervision of the Deputy Executive Officer (“DEO”), the Communications Director will focus on developing effective messaging efforts for the Confederated Salish and Kootenai Tribes. This individual will organize, shape and direct communication projects impacting CSKT. This includes public affairs, external communications and organizational outreach to staff and community.

- **Develop, implement, and maintain CSKT Communications Strategy**
  - Will collaborate with executive officials and Tribal Council to develop and implement a strategic plan for CSKT communication needs; identify critical issues or challenges and pursue short-term and long-term solutions
- **Oversee communications operations of the Tribes**
  - Serve as the main point of contact for media relations
  - Follow issues, locally, regionally and nationally, and produce applicable reports to key officials
  - Distribute press releases and offer technical support and guidance for communication efforts by tribal departments
  - Oversee commercial radio, television and social media productions, broadcasts, and/or advertisements for any sponsorships
  - Nurture relationships with community leaders, the press, philanthropy organizations, NGOs, government leaders and others that will be beneficial for CSKT
  - Provide tours and talks to visitors
  - Provide public speaking at events
  - Handle requests to film/video productions on reservation
  - Oversee the Tribes’ digital profiles and social media accounts, as well as identifying who will be the primary content developer and designer
  - Receive and respond to [info@cskt.org](mailto:info@cskt.org) emails and public calls
- **Lead information campaigns**
  - Prepare the Tribes’ annual report
  - Provide information and education on programs and specific projects as assigned
  - Work closely with the directors, department heads, and staff to promote and publicize positive news
  - Provide information to the membership regarding Tribal Elections.

- Take photos and store for future use, edit video, edit sound.
- Provide competitive insight into CSKT branding strategies.
- **Management**
  - Work with the Deputy Executive Officer to create and manage a communications budget that could include the acquisition of needed skills in design and editing and media-related equipment.
  - Manage and oversee the Char-Koosta editor and oversee general operations.
  - Manage the Get Out the Vote and Census efforts for CSKT
  - Manage the government-wide alert systems, currently the Rave Alert system
  - Manage communications projects, including design, production, timing, and coordination of communications collateral and content
  - Responsible for supervision of any direct reports, which includes planning and assigning work, appraising, rewarding, and disciplining performance, and providing training
  - Succession planning, including the appropriate training of staff on utilized technologies and industry trends. Responsible for regular review processes and ongoing discipline and recognition processes for direct reports
  - Fill in for team members during reductions in force and other extended absences
- Other duties may be assigned

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- Bachelor's degree in communications, public relations, marketing, advertising, journalism is desired or 5+ years of business management, communications, and marketing experience.
- At least five years of experience in communications, marketing, advertising, or public relations, including strategic planning and business development.
- Experience with the Confederated Salish and Kootenai Tribes and all its entities.
- Excellent verbal, writing and editing skills required.

**SUBMIT:**

1. Completed Tribal employment application (will not accept resume in place of the application)
2. Copy of academic transcripts and certifications
3. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
4. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cskt.org](mailto:personnel@cskt.org)

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Jordan Thompson at THD (406) 675-2700 Ext. #1174**