

JOB OPENING ANNOUNCEMENT

Job Title: Communications Coordinator

Report To: Tribal Chairperson

Department: Public Relations

Job Vacancy: YAN-25-02

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: January 7, 2025

Closing Date: February, 28, 2025

POSITION DESCRIPTION:

The Communications Coordinator is an administrative role that supports the Executive Office in executing and monitoring communications strategies. This role involves assisting in creating public relations and marketing materials such as press releases, social media posts, gather stories and photos for departments/events, and the monthly newsletter. This role also involves tracking and reporting analytics on marketing and communications campaigns and coordinating tribal events.

QUALIFICATIONS:

- High School Diploma or GED, plus some college course work preferred.
- Minimum two-year relevant experience in a communications or marketing role.
- Communicate clearly and effectively.
- Excellent time management, detail-oriented and strong organizational skills.
- Possess knowledge of effective marketing strategies.
- Ability to read, analyze and interpret moderately complex data.
- Ability to make effective presentations.
- Ability to think creatively and analytically.
- Knowledge of principals and processes involved in the management of business and organizational planning, coordination and execution.
- Excellent verbal, written and strong interpersonal skills.
- Familiar with publishing programs such as Adobe and InDesign.
- Exhibits proficiency in Microsoft Office Suite including Word, PowerPoint and Outlook.
- Establishes and maintains effective working relationships with employees, Nation's business employees and the public.
- Ability to collaborate with several groups at once and strong multi-tasking skills.
- Must be able to prioritize own work and meet deadlines as necessary.
- Must have good telephone etiquette and be able to correspond effectively verbally, and in writing by letters, memos and email.
- Must be enthusiastic, self-motivated, well organized and be able to work both as part of a team and independently.
- Ability to maintain strict confidentiality.
- **Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Work with the Executive Office and vendors to develop and implement an effective communications strategy.
- Assist in analyzing and reporting impact of communications success and provide recommendations.
- Assist in writing a variety of communications to include newsletters, website, marketing material, social media, etc.
- Assist with external and internal communications relating to tribal events and activities with departments, programs and community.
- Establish and maintain effective relationships with media.
- Identify and develop relationships with media, community partners and agencies to promote Nation services and events.
- Manage and coordinate tribal events as required and attend department and program events.
- Maintain a photo/video library by taking photos/videos at tribal events and with departments/programs as necessary for use in social media, newsletters, website, etc.
- Design marketing materials or work with vendors to assist in design of marketing materials for tribal events.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements, which affect the Nation and current trends in the field.
- Maintains a positive working relationship with all tribal employees, Nation's business employees and Tribal Members.
- Participates on various Nation work groups.

Physical Requirements

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

