



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Communications Specialist
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Council
SUPERVISOR: Tribal Secretary
POSITION CATEGORY: B
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

The Communication Specialist will manage internal and external communications of the Tribal Government, ensuring that the created correspondence is consistent with tribal policy and tribal law as well as engaging to the reader. This includes promoting a positive public image and controlling the dissemination of information on behalf of the Tribal Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the creation and management of daily, monthly and quarterly correspondence including: newsletters, flyers, emails, posts, website content, etc. for internal and external communications.
- Work closely with the Tribal Secretary to develop effective communication strategies, including the creation of weekly content distribution calendars.
- Liaise with the Public Affairs department communicating events, press conferences, alerts, etc.
- Collaborate with the Tribal Council, department heads, staff and website administrator(s) for content release and updates.
- Collaborate with marketing professionals to produce correspondence for advertisements or articles.
- Collaborate with other tribes regarding correspondence and sharing of event information.
- Research and prepare correspondence on upcoming regional, state, and federal events.
- Manage and update contact database.
- Attend off-hours meetings and events to gather information and media for publication.
- Organize and shoot or secure photography for events and activities and assist during events as needed.
- Retrieve, share and disseminate photos for correspondence.
- Schedule social media posts for multiple strategies including but not limited to Instagram, YouTube, and Facebook.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Create and maintain Standard Operating Procedures (SOP) as needed for related processes.
- Provide support to other departments and entities as needed.
- Perform clerical duties, up to and including operating office equipment, typing, filing and answering phones as necessary.
- Manage and maintain updates and upgrades to software with the support of the I.T. Department.
- Utilize various external platforms for communication including but not limited to: Zoom, Constant Contact, Survey Monkey, FlippingBook, Adobe Creative Cloud, and WebEx.
- Ensure correspondence are maintained and archived in an organized and retrievable state (manual or electronic) for accountability and access.
- Maintain technical knowledge by attending educational workshops, tutorials, reviewing publications and maintaining best practices within the field.
- Positive, enthusiastic and ready to work with a team.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree required, with a focus in graphic design, communications, journalism, or public relations preferred.
- Minimum of 3 years in the field of communication required.
- Excellent written and verbal communication skills required.
- Experience and advanced proficiency with MS Office Suites (i.e. Outlook, Word, Publisher, etc.) and Adobe Suites (i.e. Photoshop and Illustrator) required.
- Experience in copywriting and editing preferred.
- Experience with project management preferred.
- Experience in web design and content production preferred.
- Must have exceptional organizational and planning abilities.
- Must be able to meet deadlines, working in a high-pressure environment at a fast pace while maintaining quality and error free work.
- Must have the ability to travel for events as necessary.
- Must possess and maintain a valid drivers' license, and qualify for employer insurability, throughout the course of employment.
- Must maintain confidentiality of all privileged information.
- Must possess good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative, clerical, technological procedures and systems such as word processing, managing files and records, designing documents, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Advanced knowledge of computer software applications, most notably Microsoft Office suite and Adobe suite.
- Ability to create and gather information from a variety of sources for dissemination and communicate when required.
- Ability to proofread and analyze correspondence for accuracy and appropriate tone.
- Ability to follow written and oral work instruction and be able to work independently with a minimum of direction.
- Ability to manage multiple projects and properly prioritize workload.
- Ability to conduct oneself in a culturally sensitive manner.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to understand written sentences and paragraphs in work related documents.
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures).
- Ability to listen to and understand information and ideas presented through spoken and written words and sentences.
- Ability to work with staff and community members in a positive manner.
- Demonstrated ability to handle confidential information appropriately, must be able to maintain strict office confidentiality, and must be willing to sign a confidentiality agreement.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly, so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on stepladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

<i>Employee's acknowledgement:</i> I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.		
_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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