

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: COMMUNICATIONS MANAGER

SUPERVISOR: TRIBAL ADMINISTRATOR

GENERAL DESCRIPTION: Under the supervision of the Tribal Administrator. Communications Manager oversees the day to day direction and strategic management of the Tribe's web presence and Newsletter to support the Tribe's mission and vision. This includes the creation, evolution, design, production and maintenance of the Tribe's primary website and web-based communication/marketing tools.

DUTIES AND RESPONSIBILITIES:

1. Primarily responsible for ensuring the Tribe's website, Tribal social media, Tribal App, and Newsletter provides timely, relevant, and accurate content to meet the needs of Tribal members and the Tribe's strategic initiatives.
2. Manage the daily operations of the Tribe's web presences to ensure the website maintains a high level of quality, professionalism, visibility and message consistency while emphasizing functionality, style, efficiency and maintainability.
3. The incumbent will also be responsible for posting materials (flyers, brochures, pamphlets) received from programs/individuals intended for public distribution to the Tribe's media resources.
4. Monitor web traffic and provide related statistics/analysis to key stakeholders.
5. Develop and maintain website policies and procedures.
6. Primarily responsible for the overall preparation, production, and completion of the Tribal Newsletter. Submits final drafts and any changes to newsletter to Tribal Administrator for review and approval before printing. After receiving final approval, distributes the newsletter, including electronic and hardcopy formats.
7. Prepares Tribal marketing materials as directed by the Tribal Administrator.
8. Performs other duties relating to this position as assigned.

QUALIFICATIONS:

1. Prefer a Bachelor's Degree in Communications, Public Relations, or related field. Preference will be given to candidates with a Master's degree and/or experience in a digital agency environment. Experience with emerging media, social networking technologies and multi-media is a plus.

2. Intermediate knowledge of HTML, CSS, Adobe Flash, Adobe Photoshop, JavaScript, SharePoint and various web design tools and software.
3. Strong project management experience that demonstrate a high level of accuracy and attention to detail.
4. Solid knowledge of Microsoft Office applications is required.
5. Must demonstrate a high-level of diplomacy in order to build effective cooperative working relationships with staff, volunteers and vendors.
6. Strong communication and interpersonal skills needed in order to interview individuals for media production.
7. Must be a quick-learner, demonstrate critical thinking and make situation-appropriate decisions using sound judgment.
8. Knowledge of and/or experience with website/content localization and publishing is helpful.
9. Must be a creative self-starter who is highly resourceful, demonstrates initiative and works well as part of a collaborative integrated marketing/communications team.
10. Must be flexible, open to changing priorities and ability to work against multiple deadlines with minimum supervision.
11. Must have a valid Oklahoma State Driver's License.
12. This position requires a successful background check and drug screening.
13. Indian Preference applies.