



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Communications Manager
- DEPARTMENT:** Executive & Management Staff
- LOCATION:** Administration Building – Tribal Complex
- REPORTS TO:** Chief Operations Officer

**JOB SUMMARY:**

Communications Manager responsible for the day-to-day administration, overall operation, and completion of activities within the Communications Department.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Shall be primarily responsible for overall management of the department by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives.
2. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with program regulations.
3. Prepares and submits mandatory progress, statistical, and narrative reports for all program components. Ensures financial reports have been submitted in a timely manner.
4. Primarily responsible for ensuring the Tribe's website, Tribal social media, Tribal App, and Newspaper provides timely, relevant, and accurate content.
5. Develop and maintain website policies and procedures.
6. Primarily responsible for the creation, evolution, design, production and maintenance of the Tribe's primary website and web-based communication/marketing tools.
7. Attends events, activities, and functions related to the Wichita and Affiliated Tribes in order to obtain videos, photographs, etc. for the Tribal website and newspaper.

8. Manages 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.
9. Responsible for posting materials (flyers, brochures, pamphlets) received from programs and individuals intended for public distribution to the Tribe's media resources.
10. Monitor web traffic and provide related statistics/analysis to key stakeholders.
11. Primarily responsible for the overall preparation, production, and completion of the Tribal Newspaper. Submits final drafts and any changes to the Chief Operations Officer for review and approval before printing. After receiving final approval, distributes the newspaper, including electronic and hardcopy formats.
12. Prepares Tribal marketing materials as directed by the Chief Operations Officer.
13. Performs other duties related to position as necessary or assigned.

#### **EDUCATION AND EXPERIENCE:**

1. Possess a High School Diploma or GED.
2. Prefer a Bachelor's Degree in Communications, Public Relations, or related field. Preference will be given to candidates with experience in a digital agency environment, social networking technologies, and multi-media.
3. Intermediate knowledge of HTML, CSS, Adobe Flash, Adobe Photoshop, JavaScript, SharePoint and various web design tools and software.
4. Knowledgeable of the Associated Press Style printing format.
5. Strong project management experience that demonstrate a high level of accuracy and attention to detail.
6. Be computer literate and able to operate software for administrative functions and media production.
7. Strong communication and interpersonal skills needed in order to interview individuals for media production.
8. Must be a quick-learner, demonstrate critical thinking and make situation-appropriate decisions using sound judgment.
9. Must be flexible, open to changing priorities and ability to work against multiple deadlines with minimum supervision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent stressful conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

**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. Must be physically able to operate a variety of office equipment and media equipment. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
<b>EMPLOYEE</b>	<b>DATE</b>
_____	_____
<b>DEPARTMENT SUPERVISOR</b>	<b>DATE</b>
_____	_____
<b>CHIEF OPERATIONS OFFICER</b>	<b>DATE</b>
_____	_____
<b>HUMAN RESOURCES DEPARTMENT</b>	<b>DATE</b>

*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*