



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Communications Manager

DEPARTMENT: Executive & Management Staff

LOCATION: Administration Building – Tribal Complex

SALARY: Minimum: \$18.46 Midpoint: \$23.03 Maximum: \$27.59

REPORTS TO: Tribal Administrator

JOB SUMMARY:

The Communications Manager is responsible for the day-to-day administration, overall operation, and completion of activities within the Communications Department. Ensures the Tribe's website, Tribal Social Media, and newspaper provide relevant and accurate content. Manage daily operations of the Tribe's website and web-based communication/marketing tools.

CORE DUTIES AND RESPONSIBILITIES:

1. Ensures department staff know and understand the long-term and short-term departmental goals and objectives.
2. Oversees contract and grant writing proposals to procure special project and program funding.
3. Monitors progress of current programs, grants, and contracts by establishing and using guidelines to measure program and service outcomes.
4. Develops Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes that take place at the state and national levels.
5. Creates, develops, implements, and promotes innovative partnerships and projects with other tribes and federal agencies, state agencies, and other organizations.
6. Attends local, state, and regional meetings and conferences.

7. Researches, designs, and plans to ensure that appropriate department performance and quality training are met and to ensure the professional growth of staff.
8. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
9. Supervises program staff and implements personnel functions that include evaluating work performance and disciplinary actions.
10. Performs other tasks related to the position as necessary or assigned.

SPECIFIC PROGRAM DUTIES:

1. Manages the department by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives.
2. Develops and monitors the operating budgets and ensures that expenditures comply with program regulations.
3. Prepares and submits mandatory progress, statistical, and narrative reports for all program components. Ensures financial reports have been submitted on time.
4. Ensures the Tribe's website, Tribal social media, Tribal App, and Newspaper provide timely, relevant, and accurate content.
5. Develops and maintains website policies and procedures.
6. Creates, designs, produces, and maintains the Tribe's primary website and web-based communication/marketing tools.
7. Attends events, activities, and functions related to the Wichita and Affiliated Tribes to obtain videos, photographs, etc. for the Tribal website and newspaper.
8. Manages the daily operations of the Tribe's web presence to ensure the website maintains a high level of quality, professionalism, visibility, and message consistency while emphasizing functionality, style, efficiency, and maintainability.
9. Posts materials (flyers, brochures, pamphlets) received from programs and individuals intended for public distribution to the Tribe's media resources.
10. Monitors web traffic and provides related statistics/analysis to key stakeholders.
11. Prepares, produces, and completes the Tribal Newspaper. Submits final drafts and any changes to the Tribal Administrator for review and approval before printing. After receiving final approval, distribute the newspaper, including electronic and hardcopy formats.

12. Prepares Tribal marketing materials as directed by the Tribal Administrator.
13. Performs other duties related to the position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess a Master's Degree in Communications, Public Relations, Journalism, Mass Media, or Business Administration, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as an administrative assistant or in a position of equal level or responsibility.
2. **Minimum:** BA or BS degree in Communications, Public Relations, Journalism, Mass Media, or Business Administration. AND a minimum of 3 years' experience in management capacity with a demonstrated experience serving in a high-level managerial or supervisory capacity, and/or a combination of education, training, and experience equal to 3 years can be substituted, which must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of grant and program administration, budget management, financial projections, as well as experience in grant writing.
2. Knowledgeable and skilled in correct spelling, grammar, and management procedures.
3. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
4. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
5. Ability to evaluate and interpret data for the department.
6. Ability to interpret and follow program guidelines relating to the department and related programs.
7. Ability to navigate through federal grant systems with little to no supervision.
8. Ability to operate software for letter processing and spreadsheets.
9. Ability to organize and maintain clear and concise records.
10. Ability to deal with stressful situations positively and professionally.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling

between campus buildings and to other off-site departments. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy applies.

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

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determine 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.