

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



OR MAIL TO:
Human Resource Department
P. O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ONEIDA ENROLLED MEMBERS ONLY

POSITION TITLE: Communication Specialist
POSITION NUMBER: 02709
DEPARTMENT: Legislative Affairs
LOCATION: Seminary Rd, Oneida WI 54155
DIVISION: Non
RESPONSIBLE TO: Legislative Affairs Director
SALARY: NE12 \$17.76 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 8, 2016
CLOSING DATE: November 16, 2016
Transfer Deadline: November 16, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Designs, coordinates, and executes a wide range of communications. Ensure alignment of communication and brand standards internally and externally across multiple platforms. Perform a variety of writing, design, and project management tasks while using good judgment and strong interpersonal skills to execute communication strategies. Utilize traditional and electronic publishing technologies to meet communication objectives. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Monitor, coordinate, maintain and update the Nation's internet and social media pages to ensure the content is functional.
2. Serve as the social media organizational resource.
3. Organize events at which the community can meet and increase awareness or knowledge of services and recent developments regarding the Oneida Nation.
4. Coordinate departmental responses to requests for public information.
5. Prepare press release, and other press related materials.
6. Assist in coordination of press conferences and other public events.
7. Promote cooperative relationships between the Oneida Nation and the media.
8. Create marketing and promotional literature and other forms of communication materials both print and electronic.
9. Copy, edit, proofread, and revise communication materials.
10. Design and launch email social media campaigns.
11. Recommend, implement and maintain website content and design.
12. Promote services of business units within the Oneida Nation through public relations initiatives.
13. Identify, develop and execute communications strategy.
14. Assist the organization to develop and implement communication plans.
15. Research media coverage, industry trends, emerging technology best practices of social media, web.
16. Monitor implementation of brand standards.
17. Attend Business Committee meetings, General Tribal Council meetings, and other civic group meetings as directed.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION
Communication Specialist
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DUTIES AND RESPONSIBILITIES (Cont.):

19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk, talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation and basic math.
2. Knowledge of utilizing social media in a professional setting.
3. Knowledge of developing written content for social media, website, and other key communication collateral.
4. Knowledge of communication strategies and tactics.
5. Knowledge of branding, marketing, digital media software and visual communication skills.
6. Ability to conduct and manage research analysis .
7. Skill in graphic design, video editing, and understanding web design.
8. Skill in utilizing web and social media content.
9. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
10. Ability to identify patterns and being able to capitalize upon them.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
13. Ability to represent the organization in a professional manner, building respect and confidence.
14. Ability to handle multiple tasks and meet deadlines.
15. Ability to use content management systems.
16. Must adhere to strict confidentiality. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
20. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of Oneida Nation's governmental structure and intergovernmental relationships.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's degree in a relevant field and experience working in communications and social media field or closely related.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**