

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



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

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

Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Communications Specialist
POSITION NUMBER: 88133
DEPARTMENT: Employee Services Administration
LOCATION: 2020 Airport Dr, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Employee Services Director
SALARY: NE08 \$18.65/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 7, 2019
CLOSING DATE: Until Filled
Transfer Deadline: January 14, 2019
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

Develop an employee communication strategy and implement methods and processes to effectively distribute and communicate information to all levels of Gaming Employees. Oversee various Gaming communication initiatives and continuous improvement efforts that align with the Gaming Division strategy. Provide creative graphic artwork for newsletters, training materials and including brochures, posters, and print collateral for internal use. This position is responsible for the coordination and facilitation of employee events within the Gaming Division. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers at all times and in all activities.
2. Provide solutions for customer concerns and continually focus on customer service as the top priority.
3. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service, systems, or activities.
4. Develop, maintain, and facilitate effective relationships, communication processes, and activities with all Gaming personnel and all other internal and external customers.
5. Ensure established procedures and processes are utilized at all times to ensure maximum understanding and coordination is in place. Attend department meetings to ensure effective communications take place.
6. Develop, recommend, and implement a Gaming internal communication strategy.
7. Prepare employee communication materials, including but not limited to: newsletters, handbooks, presentation media (PowerPoint and Video), brochures, policy and procedure updates, and other related communications.
8. Maintain and monitor all internal gaming communications channels including: Outlook, SharePoint, the Gaming Gazette, and Cool Sign ensuring appropriate and necessary information is being distributed effectively.
9. Maintain and update Gaming Communications emails and website both in graphics and text form, overseeing quality assurance and change initiatives.

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

10. Prepare employee opinion survey communication and prepare executive presentation and report for all gaming employees highlighting overall results.
11. Develop, plan, organize, and facilitate employee events for the Gaming Division as requested.
12. Assist and participate in various continuous improvement initiatives for the Gaming Division.
13. Continued development and enhancement of communication forums and act as a communication liaison between employees and management.
14. Solicit, write, and edit materials required to support internal communication efforts.
15. Develop measurement tools to gauge overall effectiveness of communication efforts.
16. Address customer and employee needs courteously and promptly.
17. Coach Managers in effective communication with employees.
18. Oversees production of the Gaming Gazette including but not limited to: page layouts, graphics, editorial duties, seeking out topics and writing articles for publications.
19. Design and create promotional materials for various programs including training, employee programs and meetings.
20. Edits all communications distributed through the Gaming Communications channels which includes fixing grammatical, punctuation and spelling errors; ensuring correct names, places and organizations are spelled properly and that facts, dates and statistics are accurate.
21. Create memos and communication pieces on behalf of Gaming leadership for dissemination to all casino employees.
22. Create multi-media resources in a variety of formats including, but not limited to: videos, DVD, computer database with video clips and print resources.
23. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. 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. While performing the duties of this job, the employee frequently sits and uses repetitive movement of both hands.
2. Occasionally stand, bend/stoop, and walk. Occasionally lift up to ten (10) pounds and carry up to thirty (30) pounds.
3. Work environment is **NOT** smoke, noise, or dust free.
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. Working knowledge of project management techniques.
2. Facilitation and presentation skills in dealing with large groups of individuals.
3. Ability to communicate clearly and concisely both verbally and in writing.
4. Must be able to utilize creativity for accomplishing job duties to maximize limited use of resources.
5. Previous experience with personal computers, phone(s), fax, calculator, and copy machine.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Well developed interpersonal skills; tactful, mature with the ability to develop and maintain effective working relationships with a variety of individuals and groups in a complex and multi-cultural environment.
8. Ability to plan, organize and prioritize work assignments.
9. Strong Microsoft Office product skills including but not limited to: Microsoft Word, PowerPoint, and Excel.
10. Strong written communication skills to include knowledge of sentence structure, content of English language to include meaning and spelling of words, rules of composition and grammar.
11. Willing and able to work flexible hours, including holidays, weekends, and evenings.
12. Ability to successfully cope with stressful situations and conditions.
13. Excellent customer service skills. This will require the individual to deal with employees with tact, courtesy, respect, objectivity, and maturity.
14. Ability to learn Adobe Creative Cloud applications (e.g., Photoshop, InDesign, Illustrator, PremierPro) for design and layout for print and other digital platforms.
15. Ability to work independently and meet strict time lines.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.

STANDARD QUALIFICATIONS (Cont):

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 Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation 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, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Knowledge of the following:
 - a. Oneida Personnel & Gaming Policies and Procedures.
 - b. Gaming ordinances (laws), rules and regulations.
 - c. Gaming and Tribal structure and benefits.
2. Three (3) years' experience in multimedia communications outreach; may including designing graphic campaigns, collateral pieces and video.
3. One (1) year experience working in a Macintosh Platform environment.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. A Bachelor's Degree in Communication, Marketing, Business Administration, or closely related field from an accredited college or university.
3. One (1) year experience in a combination of both Adobe Creative Cloud applications (Photoshop, InDesign, Illustrator, PremierPro) and website development; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**
2. **Must provide a portfolio with a minimum of two (2) business writing samples and two (2) design samples.**