

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

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

**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Community Outreach Specialist Post Graduate Trainee (2 years)  
**POSITION NUMBER:** 05208  
**DEPARTMENT:** Legislative Reference Office  
**LOCATION:** Norbert Hill Center  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Legislative Reference Office Director  
**SALARY:** NE7 \$16.95/HR (NEGOTIABLE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** August 6, 2019  
**TRANSFER DATE:** August 13, 2019  
**CLOSING DATE:** Until Filled  
**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**

This Program is designed for applicants who have completed their post-secondary education and would like to gain work experience in their field of study. Applicant will be hired in a Tribal Department to gain work experience and will be hired up to two (2) years. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Manage the Legislative Operating Committees agendas, meeting packets and meeting minutes.
2. Organize public meetings and develop strategies to increase participation.
3. Schedule, plan, and attend community outreach events for the purposes of educating the community about legislation and collecting and reporting on input from the community.
4. Work closely and cooperatively with LRO staff, stakeholders, and partners to develop community outreach activities that help the Nation make sound legislative decisions.
5. Manage social media efforts, draft newspaper articles, develop tools that will inform the community about legislative issues.
6. Conduct preliminary research for legislative efforts and develop research packets for other staff members.
7. Draft Statements of Effect as requested.
8. Assist various departments with administrative rulemaking efforts.
9. Will sign a Work expectation agreement.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. 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 walk, sit; use hands and arms; and talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.

## **JOB DESCRIPTION**

### **Community Outreach Specialist Post Graduate Trainee (2 years)**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT(Cont.):**

3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Ability to speak with and teach the public effectively.
2. Ability to work extended hours and various work schedules.
3. Ability to demonstrate a high level of sensitivity to community issues and concerns.
4. Ability to communicate efficiently and effectively both verbally and in writing with members of the public and officials at all levels of government.
5. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
6. Must be capable of functioning in a self-directed environment.
7. Ability to understand and analyze legislation.
8. Project management skills to ensure the completion of multiple tasks under externally imposed short deadlines.
9. Proficient in a Windows software environment.
10. Must present a professional appearance and demeanor as a representative of the Oneida Tribe in dealing with the public.
11. Must be willing and able to obtain additional education and training.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
14. Must pass a background security check with the Oneida Nation 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.

#### **PREFERRED QUALIFICATIONS:**

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

1. Master's degree in public affairs, communications, public policy or related field.

#### **MINIMUM QUALIFICATIONS:**

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

1. Must be an enrolled member of the Oneida Nation.
2. A post-secondary degree in public affairs, communications, public policy or related field.

#### **ITEMS TO BE SUBMITTED:**

1. Must provide copy of diploma, license, degree, certification upon employment.
2. Two (2) current letters of recommendation.