
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



JOB DESCRIPTION

POSITION: Communications Assistant

DEPARTMENT: Tribal Administration

REPORTS TO: Tribal Secretary

LOCATION: Tribal Offices

EMPLOYMENT: Full-time

SALARY: 16.50 – 20.00 per hour

DESCRIPTION: We are looking for a Communications Assistant to provide administrative support to various teams and programs. Editing and writing program materials will be an important part of your job. In this role, you should be an excellent communicator with strong attention to detail. The goal of this position is to assist the Tribe to ensure clear communication to Tribal Members and the general publics.

DUTIES AND RESPONSIBILITIES:

- Help implement communications strategies
- Provide administrative support to program directors and internal teams
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Track projects and media exposure
- Facilitate effective internal communications
- Maintain calendars and appointments
- Prepare presentations and reports

MINIMUM QUALIFICATIONS:

- 3 years' work experience in a similar field
- Understanding of media relations and digital media strategies

- Proficient in MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Strong attention to detail
- Organizational skills

PREFERRED QUALIFICATIONS:

- Associates Degree in Communications
- BS/BA in Marketing, Communications or a related field is desired

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council:

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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