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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

(Internal Posting)

**Title:** Public Information Director

**Reports To:** Tribal Council

**Salary:** \$75,000 - \$95,000 (DOE)

**Location:** Happy Camp Administration Office

**Classification:** Full Time, Exempt, Non-Entry Level

**Summary:** Under the general direction of the Tribal Council, the Public Information Director will handle organizational outreach functions such as social and conventional media, community, and governmental relations; campaigns; public relations. Ensures that the tribe and its culture is properly and sensitively represented to the Communities and the General Public. Serves as a member of the Karuk Leadership Team. Arranges and manages consistent communications outlets to establish and maintain contact between the Tribe, the Communities and the general public. Manages communications and article submissions and plans layout of the Tribal Newsletter & prepares written material for publication on a regular basis.

**Application Deadline: March 4, 2024 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Public Information Director

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**Responsibilities:**

1. Serves as spokesperson for Karuk Tribe, crafting messages and sets tone to communicate the Tribe's position through all platforms and communities that we serve. Defers to those with knowledge and experience to ensure proper Tribal messaging.
2. Plans, organizes, and oversees the gathering and dissemination of information to the Tribe's various communities and audiences.
3. Responds to inquiries, questions, requests, and complaints from Community Members, businesses, visitors, staff, Council, and the public at large, about Tribal services, facilities, activities, and decisions; responds to media inquiries and questions about the Tribe's services, facilities, activities, and decisions; responds to after-hours and weekend media requests.
4. Provides print and broadcast media interviews; coordinates staff interviews as requested.
5. Writes and distributes news releases and media advisories; publicizes and informs media of upcoming meetings and events; maintains distribution lists for weekly communications.
6. Maintains rapport with news directors, editors, reporters, and publishers; establishes and maintains productive working relationships with media, chambers of commerce, Tribal, Federal, State and local governments, business, visitors, and the communities that the Tribe Serves public interest groups.
7. Assists in the development of crisis communications & incident management when requested or assigned; formulates and recommends appropriate media messages; responds to the Tribe's Emergency Risk Manager, Federal, State and local emergency operations centers and coordinates information dissemination during natural disasters as requested.
8. Creates, edits and updates written and photographic content for the Tribe including Webpage(s), Newsletters, Programs, etc.

9. Creates, maintains, and updates social media sites with postings of news, activities, events, and actions of interest to the Tribe's various communities and to the general public.
10. Coordinates or assists in the design and production of brochures, certificates, charts, maps, photos, programs, logos, signs, and other collateral materials.
11. Designs and places print, radio, and broadcast advertising and/or messaging as required.
12. Attends Tribal Council meetings and workshops; attends department leadership meetings; attends other meetings as required including Health Board, DNR, etc.
13. May serve to coordinate various Tribal events including holiday parties, Years of Service/Employee Appreciation; assists in coordination and execution of events; sales, celebrations, arranges talent; speaks to Tribal, Civic and Communities as required.
14. Assists IT in the operation of Zoom/WebEx and television equipment to broadcast and record Tribal Council meetings; may assist in setting up Council chamber(s) for meetings and assists in the preparation of programs and speeches as requested.
15. Writes and edits letters, memos, reports, and other documents and presentations on behalf of the Tribal Chair and Vice Chair, Council and senior staff.
16. Photographs Tribal and Community events, accomplishments, places, and people; provides Maintains archive.
17. Orders or purchases necessary supplies, equipment, and services; works closely with printing companies, cable systems, and other vendors.
18. Prepares annual budget for Public Information Office.
19. Establishes and maintains records, libraries, and files; logs data collected to the appropriate records or files.
20. Communicates with Tribal Council, Tribal Leadership, media, communities, governments, and other as needed to obtain information, coordinate activities and events, review status of work, exchange or validate information, and resolve problems.
21. Other duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees, outside agencies, and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess Bachelor's Degree in public relations, English, communication, marketing, or journalism or any other Public Relations related field with minimum of three to five years' experience in public, media relations or broadcasting. Combination of successfully completed post-high school education and experience may be used to meet the education and experience requirements.
2. Must be proficient in Adobe InDesign and Photoshop, or equivalent software and have professional level experience operating a digital SLR camera and related software.
3. Must have excellent interpersonal oral and written communication skills, demonstrated abilities and experience in creative problem-solving and conflict resolution.
4. Must have high-level computer literacy and demonstrated ability to utilize computers as professional management tools.
5. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to all Tribal Ordinances, policies and rules. Must adhere to the Tribe's Confidentiality Policy.
7. Must successfully pass a pre-employment drug and alcohol-screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** February 26, 2024

**Employee's Signature:** \_\_\_\_\_