
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

**Karuk Dental Clinic**

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

Administrative Office

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

Vacancy Announcement

Title: Public Relations Specialist

Reports To: Tribal Council

Salary: \$50,000 to \$70,000

Location: Happy Camp Administration Office

Classification: Full Time, Exempt, Non-Entry Level

Summary: Under the general direction of the Tribal Council the Public Relations Specialist will handle organizational outreach functions such as social and conventional media, community, and governmental relations; campaigns; public relations. Shall arrange and manage consistent communications outlets to establish and maintain contact between the Tribe and the public. Manages article submission and plans layout of the Tribal Newsletter and prepares written material for publication on a regular basis. Manages internal directory and information portal.

Application Deadline: December 23, 2020 by 5:00 pm

*Please note: A Skills test to be administered prior to interview!

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall serve as an advocate for the Tribe to establish and maintain positive relationships with the public, government agencies, staff, and members.
2. Shall coordinate and collaborate with Tribal Management Staff and Tribal Council in the development of campaign(s) to achieve the Tribe's goals of establishing and maintaining a positive public image.
3. Shall arrange and manage contact between the Tribe and the public. This includes setting up speaking engagements, preparing speeches, representing the Tribe at community events, preparing film/slide presentations for meetings/assemblies, etc.
4. Shall keep the public informed of the activities of the Tribe and how these activities benefit the communities and members the Tribe serves.
5. Shall draft press releases and contact people in the media who might print or broadcast materials.
6. Shall write, research, and prepare materials, maintain contacts, and respond to inquiries.
7. Shall provide advocacy services with federal, state, and private agencies as necessary; shall attend agency meetings when pertaining to funding and program expansion.
8. Shall work closely with the Tribal Council and staff in the development of communications goals and implementation strategies.

9. Shall oversee production of the Tribal Newsletter and update and manage Website and social media content to promote a consistent message to the public, membership, and staff.
10. Shall be responsible for keeping the Tribal Council, Tribal Staff, Tribal Membership, and residents of the local communities informed on the activities of the Tribe.
11. Shall develop promotional brochures, PowerPoint presentations, and advertising campaigns for tribal job recruitment.
12. Shall provide monthly reports to the Tribal Council.
13. Shall attend management team meetings.
14. Shall be available for local and out of the area travel as required for job related functions and activities. Shall attend all required meetings and functions as requested.
15. Other position related job duties while maintaining a priority system.

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, communication, marketing, or journalism or any other Public Relations related field with minimum of three years' experience in similar fields. 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.
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 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.

Council Approved: November 5, 2020

Chairman's Signature: _____

Employee's Signature: _____