Skokomish Indian Tribe
Tribal Center (360) 426-4232
N. 80 Tribal Center Road FAX (360) 877-5943 Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: **MARKETING AND EVENT SPECIALIST**

SUPERVISOR: **HEALTH CLINIC DEPUTY DIRECTOR**

OPEN: **OPEN UNTIL FILLED**

SALARY: **$66,560.00 ANNUALLY 1 FTE**

REPRESENTATIVE DUTIES INCLUDE: This position will be responsible for marketing, communication, and events for the Skokomish Health Department. Marketing the Health Department to community members, tribal leadership, partners and other individuals, organizations and/or groups utilize a wide variety of approaches including but not limited to, social media, reader boards, public service announcements, posters, newsletters, articles and similar. Planning, implementing, and coordinating a robust social marketing presence across all platforms as appropriate for identified target audience. Developing and maintaining a Marketing and Communication Plan that details daily, weekly, and quarterly activities for a minimum of six months, preferably 12 months in advance that is updated monthly and submitted for approval. Developing flyers, brochures, newspaper/newsletter articles and ads, presentation materials, class calendars and other media to support program activities.

MINIMUM QUALIFICATIONS:

1. A four-year degree or an adequate combination of education and experience as determined by the Health Director.
2. Two or more years of marketing experience encompassing a variety of approaches from in-person, via media and through social marketing platforms.
3. Two or more years of demonstrated experience developing a wide variety of marketing and communication media.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: **Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved CEO Initial: ____ Date: _____

10/29/2026