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

JOB DESCRIPTION

POSITION TITLE: **MARKETING AND EVENT SPECIALIST**

SUPERVISOR: **HEALTH CLINIC DEPUTY DIRECTOR**

SALARY **$66,560 ANNUALLY 1 FTE**

NATURE OF WORK: This position will be responsible for marketing, communication, and events for the Skokomish Health Department.

REPRESENTATIVE JOB DUTIES:

1. 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.
2. Planning, implementing, and coordinating a robust social marketing presence across all platforms as appropriate for identified target audience.
3. 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.
4. Developing flyers, brochures, newspaper/newsletter articles and ads, presentation materials, class calendars and other media to support program activities.
5. Maintaining departmental website and working with Tribal IT to ensure Health Department information is accurate on the Tribe's website.
6. Leading and/or assisting with conducting effective community outreach and education in coordination with Health Department staff for activities such as hosting/coordinating events, hosting/coordinating planned activities, providing presentations, attending functions, providing training, hosting/coordinating classes and similar.
7. Planning and providing Employee Wellness Program activities.
8. Developing and maintaining an Events Master Calendar that includes the Health Department, other tribal departments, and community events to ensure a lack of duplication of events and activities.
9. Procuring goods and services for events and activities in alignment with departmental, tribal, and funding source requirements.
10. Other duties and tasks as assigned.

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. Intermediate Microsoft Office Suite skills.
5. Graphic arts experience.
6. Two or more years' experience scheduling, coordinating, and overseeing a variety of activities.
7. Demonstrated experience with procuring goods and services in compliance with organizational procurement processes.
8. Must be a self-starter with excellent interpersonal communication skills.
9. Able to work professionally under pressure and tight deadlines.
10. Experience with data collection and analysis.
11. Experience working with Native American tribal communities.
12. Must be available for evening and weekend meetings, presentation, events, and activities, as scheduled.
13. Must be able to travel locally, regionally, and nationally.
14. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
15. Must be able to work in a team environment.
16. Strong organizational, communication and interpersonal skills preferred.
17. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: