



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
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JOB DESCRIPTION

Communications Specialist

ADMINISTRATION

FULL-TIME/40HRS

Closes: July 1, 2015

GENERAL FUNCTION:

Under general direction of the Communications Manager and qyuuqs News Editor, the Communications Specialist designs, develops, maintains, and produces a variety of layouts, graphics, editorial and website content in support of Swinomish Programs and Departments and the Tribe's monthly publication qyuuqs News.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

The Communications Specialist's primary duties include: Providing qyuuqs News layout and editorial support; Creating print and web documents and graphics using professional page layout and graphic design software; Editing and manipulating photos; Developing and maintaining a photo library; Composing, editing, and proofreading copy for accuracy, grammar, punctuation, consistency, and formatting; Updating website photo and text-based content.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree and training that demonstrates the ability to perform the duties described
- Software knowledge requirements: Adobe Photoshop, InDesign, Illustrator, and Acrobat. Dreamweaver is a plus
- Strong ability to write and edit content is essential
- Well-developed layout and design skills
- Understands the importance of keeping workflows and processes streamlined and project file organized
- Understanding of journalism and public relations practices
- An understanding of current trends in digital media/social media
- Self motivated with a positive and professional attitude
- Understanding web-related technologies, Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS), and knowing the traits and idiosyncrasies of various web browsers and operating systems is a plus
- Video editing experience is a plus

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.