



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Media & Communications Director	Department: Media & Communications
Opening date: 3/11/2025	Closing date: 3/25/2025
# of vacancies: 1 Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Executive Director of Tribal Operations
Classification: Non-Exempt	Salary Range: \$24.00 per hour - \$32.00 per hour
Division: Tribal Operations	

JOB SUMMARY: The Director of Media acts as the communications liaison to the Kiowa Tribe. Its mission is to support Tribal operations, its departments, and the community as a whole with its communication needs. Media Services is primarily tasked with the creation of the Kiowa Tribe, as well as the creation and upkeep of the tribe's websites, events calendars, digital signage, and social media sites.

RESPONSIBILITIES:

- Provides media coverage, photography and video for events within the community.
- Assists the Kiowa Tribal departments with content creation such as: create flyers, write articles, write news releases, create graphics, take pictures, create videos, prepare bulk mailings, and create/complete other communications projects as requested by Tribal Council, Tribal Operation's departments and the community.
- Support the Media Services team's strategic plan and attend all required meetings.
- Responsible for the development of Media Services departmental structure
- Create and develop Media related policies.
- Develop positions based on pragmatic current scenarios.
- Responsible for the supervision of Media staff, including scheduling of projects, assignments, and follow-through services to all Tribal departments.
- Required to report monthly, quarterly, and annual activities to the Executive Director.
- Create, develop, monitor, and manage the annual revenue/expenditure budget for Media Services including project planning, cost control, expenditure tracking, time keeping, and interdepartmental transferring of project costs completed within the fund.
- Responsible for development and distribution of the Kiowa Tribe Newspaper
- Develop, compile, write, and edit news articles for the Kiowa Tribe News.
- Develop and modify format as necessary.
- Work with all departments to ensure news is distributed to the community on a timely basis.
- Perform all functions related to the distribution of the Newsletter.
- Maintain a newsletter mailing list.
- Revise, maintain, update, and monitor the Kiowa Tribe website.
- Ensuring the departments are providing and updating the information on the Kiowa Tribe website.
- Create, develop, coordinate, and distribute press releases, news articles, social media messages, and other communications materials both internally (to the community) and externally (to the public).

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Serve as the official primary media contact for the Tribe and coordinate visits to the Tribe from individuals or groups touring the area as directed by the Executive Director.
- Perform and coordinate graphic design projects such as the preparation of brochures, event flyers, informational mailings and other Tribal promotions as requested.
- Responsible for managing the coordination of media coverage, photography, Livestream, and video services to official events as requested by Executive Branch and/or Executive Director.
- Adheres to and follows all KT Tribal policies and procedures.
- Communicates effectively both verbally and in writing with the public and media outlets.
- Must be dependable, possess initiative, be self-motivated and be able to work with minimal supervision.
- All other duties assigned.

QUALIFICATIONS:

- Bachelor's degree in communications studies or related field.
- Must possess a minimum of two (2) years of experience involving newsprint, journalism, and/or web site maintenance or development.
- Must possess a minimum of three (3) years of work experience in supervising staff.
- Must possess a minimum of one (1) year budgeting experience.
- Knowledgeable and proficient in Adobe Creative Cloud software products including InDesign, Illustrator, and Acrobat.
- Knowledgeable and proficient in PC word processing, spreadsheet, Internet and email.
- Experience utilizing social media outlets (Facebook, Twitter, Instagram, etc.) and website creation software (WordPress).
- Experienced using Audio/Visual equipment (video camera, microphones, mixer equipment, PA Systems, etc.)

REQUIREMENTS:

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's motor vehicle policy.
- Must submit to and pass a background investigation which reflects good moral character.
- Must submit to and pass drug testing.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to travel when needed.
- Work is normally performed in an office work environment; however, some duties may require work outside in various weather conditions based upon the situation.
- May require long intervals of walking, standing, and sitting.
- Occasionally reaching, stooping, bending, and lifting of items weighing 25 pounds or less

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