



# PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

Communications			
POSITION TITLE:	<u>Specialist</u>	OPENING DATE:	<u>November 13, 2019</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Tribal Council</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Secretary</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

Under the direct supervision of the Tribal Secretary, the Communication Specialist will manage all internal and external communications of the Tribal Government, ensuring that the created correspondence are consistent with tribal policy and tribal law as well as engaging to the reader. This includes promoting a positive public image and controlling the dissemination of information on behalf of the Tribal Council.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the creation and management of daily, monthly and quarterly correspondence including: newsletters, flyers, emails, posts, website content, etc. for internal and external communications.
- Work closely with the Tribal Secretary to develop effective communication strategies, including the creation of weekly content distribution calendars.
- Liaise with the Public Affairs department communicating events, press conferences, alerts, etc.
- Collaborate with the Tribal Council, department heads, staff and website administrator(s) for content release and updates.
- Collaborate with marketing professionals to produce correspondence for advertisements or articles.
- Collaborate with other tribes for communication sharing of events.
- Research and disseminate information on upcoming regional, state, and federal events.
- Manage and update contact database.
- Organize and shoot photography for events.
- Schedule social media posts for multiple strategies including but not limited to Pinterest, Instagram, YouTube, and Facebook.
- Draft, create, and maintain Standard Operating Procedures (SOP) as needed for related processes.
- Assist as needed with photography for communication pieces, events and other activities as appropriate.
- Provide support to other departments and entities as needed.
- Maintain technical knowledge by attending educational workshops, reviewing publications and maintaining best practices within the field.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree required, with a focus in Business Communication, Journalism, or Communications preferred.
- Minimum of 3 years in the field of communication **required**.
- Excellent written and verbal communication skills **required**.
- Experience in copywriting and editing **required**.
- Experience with project management **required**.
- Experience and proficiency with MS Office Suites (i.e. Outlook, Word, Publisher, etc.) and Adobe Suites (i.e. Photoshop and Illustrator) **required**.
- Experience in web design and content production preferred.
- **Must** have exceptional organizational and planning abilities.
- **Must** have the ability to travel for events as necessary.
- **Must** possess and maintain a valid drivers' license, and qualify for employer insurability, throughout the course of employment.
- **Must** maintain confidentiality of all privileged information.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- **Must** successfully pass a pre-employment background investigation.

## BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** - Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** - Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** - For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** - Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592  
[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

Send application and resume to:

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)

Fax: 951-587-2209

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