

JOB ANNOUNCEMENT

POSITION: Public Affairs Officer

PROGRAM: Department: Executive/Legislative Offices

ACCOUNT LINE ITEM: 20-2120-0000-26-6000

SUPERVISOR: Chairman/CEO

SALARY: \$30.18/hour (Grade 25, Step 01)

CLASSIFICATION: Non-Exempt

OPENS: October 3, 2025

CLOSES: October 17, 2025

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position oversees the fiscal management of the Tribal Administrator's Office for the Shoshone-Paiute Tribes and

must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

Summary of Functions:

This position is in the Executive Office of the Tribal Chairman and Business Council, located in the Council Chambers of the Tribes. Tribal Business Council hires key positions, as needed. The position will oversee the communication, media, and marketing strategies of the Tribes in the dissemination of information to stakeholders including tribal members, public and private sector partners, and community members. The position acts in collaboration with the performance of duties and will assist the Chairman, Business Council, Chief Executive Officer, Tribal Administrators, and Department leads in various projects and activities. This position will act as the Tribes point of contact for all outside media inquiries and may provide statements regarding tribal involvement. This position will also serve as an intermediary between the general public and tribal government and help create ways to better communicate, implement, and protect tribal interests in the realm of public affairs. This position will build and maintain relationships with the media, community leaders, and the general public.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills, Factors such as regular attendance at the job site are not routinely listed in job descriptions but are an essential factor. Essential duties and responsibilities may include, but are not limited to, the following:

1. With the direction and approval of the CEO, Tribal Chairman, and Tribal Councilmembers, they will speak on behalf of the Shoshone-Paiute Tribes as spokesperson providing information to the general public, responding to information requests, and issuing official statements of tribal government supporting policies, goals, and objectives.
2. Coordinate information and assist with intergovernmental issues in relation to emergency management for the Tribes or community.
3. Collaborate with the Executive Office and Tribal Administration in responses to the community,

schedule meetings and events, and mediate and facilitate community dialogue.

4. Will maintain strict confidentiality.
5. Will not participate in any lobbying activities per the requirements of the grant and to maintain grant compliance.
6. Work with tribal departments on information distribution and implementation of marketing and community engagement.
7. Coordinate social media presence on various platforms to ensure tribal messaging is consistent, honest, and maintains public imaging.
8. Collaborate with Executive Office staff on daily operations and information dissemination through posters, flyers, radio announcements, social media posts, marque notices, etc.
9. Attends Council meetings, including special and night meetings, implementing public accessibility.
10. May attend other meetings as necessary to provide/obtain information or reports regarding tribal operations, services, and programming.
11. Manage and operate a variety of technology including but not limited to: multi-line phone system, polycom systems, dictation/transcription devices, smart phones, copiers, scanners, type-writers, computers, facsimile machines, projectors, PA systems, sound systems, tablets, and audio/visual equipment.
12. Meets with the public and demonstrates tact, judgement, poise, and professionalism in all situations.

Minimum Skill Sets:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during course of work; communicating clearly and concisely. Addressing the public and

presenting to various organizations and groups; writing press releases and statements. Planning and managing projects; navigating social media platforms.

Minimum Qualifications:

1. Bachelor's degree in communications, marketing, public affairs, policy, or related field from a college or university accredited by an agency recognized in the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) AND;
2. Two (2) years' experience in media communications, communications, facilitation, and community outreach;
3. OR an equivalent combination of education and experience.
4. Must be organized and demonstrates the ability to routinely and independently exercise sound judgement in making decisions regarding workload, including scheduling and usage of the Business Council and CEO's Offices time and familiarity with utilizing available resources to complete work.
5. Must have excellent time management, analytical and problem-solving skills with an acute attention to detail while demonstrating effectiveness in managing multiple work assignments simultaneously, often under variable and strict deadlines.
6. Knowledge of modern office methods and procedures. Computer literate, skilled in operating a computer workstation and the internet. Demonstrates full competency in the use of Microsoftbased programs, specifically: Windows, Word, Publisher, PowerPoint, Visio and Excel as well as Adobe-based programs, specifically: Reader, Acrobat and Photoshop. Demonstrates full competency of remote meeting software and communication apparatuses.
7. Demonstrates ability to practice strict confidentiality, demonstrating a level of professionalism, maturity and tact in handling highly sensitive and/or confidential information.
8. Must have a valid driver's license and be insurable with the Tribes' insurance carrier.

Preferred Qualifications:

1. Enrolled member of the Shoshone Paiute Tribe.
2. Thorough knowledge of tribal government and tribal operational practices with the ability to learn, interpret, and apply ordinances and resolutions.
3. Extensive experience in working with Federal, State, and local agencies and tribal governments;

or, an equivalent combination of education and experience.

4. Possess strong interpersonal and customer service skills with the ability to work collaboratively as a team member and cultivate positive working relationships with individuals at all levels of the organization, other tribes, governmental agencies/jurisdictions, businesses and the general public.
5. Extensive knowledge of community organizations, public sector agencies and outreach resources.
6. Strong leadership ability and presentation skills.
7. Ability to work within a high stress workplace while tactfully dealing with angry, upset or frustrated individuals.
8. An ability to demonstrate cultural sensitivity and knowledge of Shoshone and Paiute and greater Native American cultures.

Supervisory Controls:

Work is performed under the general supervision of the Chairman and/or Chief Executive Officer, who defines the overall goals and objectives of the work in the office. Completed work

may be evaluated for appropriateness, soundness and conformance to policy and requirements. Completed work is determined by reports, meetings, observation and program evaluation.

Travel Requirements:

Position may be required to travel in and out of state throughout the course of employment as deemed necessary.

Physical Demands and Work Environment:

Work is performed in a standard office environment and may include some outdoor work at special events, in varying temperatures. May require frequent sitting and continuous operation of the computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 40 pounds.