

## **JOB ANNOUNCEMENT**

POSITION: **SHO-PAI NEWS EDITOR**  
SALARY: **\$24.66 per hr. (Grade: 22, Step 01)**  
DEPARTMENT: **Tribal Program/Enterprise Administration**  
SUPERVISOR: **Chief Executive Officer**  
DIVISION: **Tribal Administration**  
CLASSIFICATION: **EXEMPT**

**OPENS: November 3, 2023      CLOSSES: OPEN UNTIL FILLED**

**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.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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.**

### **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 personal and Tribal data. This person regularly comes into contact with children and seniors. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

## **JOB FUNCTION:**

Under the direct supervision of the Assistant Tribal Programs Administrator, the incumbent will be responsible for publishing a monthly tribal/community newspaper for the Shoshone-Paiute Tribes in accordance with established tribal policy.

## **SPECIFIC DUTIES:**

1. Will conduct interviews and attend events, meetings, etc., and research/write articles for publication.
2. Will photograph events for publication.
3. Will communicate with individuals and agencies for publication materials.
4. Will edit news articles for appropriateness, accuracy, proper spelling and length.
5. Will plan layout and design of the publication in adobe InDesign.
6. Will convert typed articles into publication format using desktop publishing software, sizing photographs and creating headlines and graphics.
7. Will mail newspapers to subscribers and update subscription list as needed.
8. Will supervise the WIA Reporter Trainee Position.
9. Will perform other related duties as assigned by immediate supervisor.
10. Will submit billing memos to Finance for sale of advertisements.
11. Write monthly reports for the program to the Business Council as required.
12. Occasional printing of posters for Tribal Programs.

## **MINIMUM QUALIFICATIONS:**

1. Two years of college or two years related training beyond High School in the areas of English Journalism or a Technical Communication field is required.
2. Must be a High School Graduate or have successfully completed the GED Program.
3. Must have the demonstrated ability to do creative and technical writing (a writing test will be administered by the Personnel Office).
4. Must be able to type a minimum of 45 WPM (A test will be administered by the Human Resource Department).
5. Must have a Driver's License

6. Must be a self-starter, with good communication skills and the ability to relate with others in a positive manner.
7. Must be willing to maintain flexible hours, with occasional evening and weekend work.
8. Experience in photography is helpful, but not necessary.
9. Must have ability and character to produce objective articles.
10. Must have the ability and incentive to investigate all sides of a story to produce accurate news articles.