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**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Public Relations Specialist</b>	<b>Open Date:</b>	<b>October 9, 2024</b>
<b>Program:</b>	<b>Tribal Administration</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: Establishes and maintains positive public image for the Spirit Lake Tribe by actively responding to information from the community, media, and public interest; formulates public relations plans and strategies and enhances the Spirit Lake Tribe’s voice through various channels, e.g., social media, events, interviews, etc. Adheres to the highest level of confidentiality.**

**Major Duties & Responsibilities**

- Develops public relations and/or media action plans; acts as media contact
- Develops and manages content for print, video, web, social media, and public relations that highlight and promote Spirit Lake Tribe
- Coordinates and supervises all public relations to ensure accurate and timely coverage
- Develops a media relations strategy for all media formats based on organization goals; cultivates new contacts within the community, local, and surrounding areas
- Manages media inquiries and interview requests
- Develops written content for press release and presentations
- Collaborates with Department Directors, Managers, and Coordinators when needed for promotional events
- Keeps Tribal Council updated on plans and strategies
- Informs Tribal Council of inquiries
- Develops and maintains filing system for all public relations for the Tribal Council
- Develops and maintains budget; provides Tribal Council with weekly/monthly reports

**Qualifications, experience, and education required:**

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail
- Experience in communication, media relations, events, content/storytelling, and integrated communication planning

- Ability to juggle and multi-task multiple clients/projects simultaneously under multiple deadlines
- Must be willing to travel
- Strong presenter, confident to speak at public events
- 4-year degree in Public Relations preferred; or 2 year business degree with 4 years experience in public relations or similar

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<b>Job Role:</b>	<b>Public Relations Specialist</b>	<b>Department</b>	<b>Tribal Administration</b>
<b>Status</b>	<b>Full-Time</b>	<b>Supervision</b>	<b>Tribal Council</b>
<b>Grade:</b>	<b>20</b>	<b>Manages Others:</b>	<b>N/A</b>
<b>Number of Vacancies:</b>	<b>One</b>	<b>Classification: Exempt/Non-exempt</b>	<b>Non-exempt</b>

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

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<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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