

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

POSITION TITLE:	Public Relations Assistant
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Communications
PROGRAM:	Public Relations
LOCATION:	Nixyáawii Governance Center Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	Public Relations Specialist
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00 PM

GENERAL STATEMENT OF DUTIES

The Public Relations Assistant will help the Public Relations and Communications team with creating messages and materials that represent the CTUIR Organization. Daily responsibilities may include writing announcements, posting to social media, organizing photos or videos, and assisting with community engagement/outreach events.

WHAT TO EXPECT

Expect to work closely with staff who manage the CTUIR's brand and public presence. You'll gain insights on how to write professional content, following branding guidelines, and best practices for sharing information with the public. You will attend small and large-scale community events to conduct interviews and capture important moments through photos and recorded videos. This role is excellent for someone interested in media, writing, marketing, or journalism. It is ideal for someone with creativity and attention to detail. You'll also learn how to use professional photography and audio equipment.

Public Relations Assistant
2025 Summer Youth Employment Program

DUTIES & RESPONSIBILITIES

- 1) Dress appropriately for different work experiences and activities, such as office work, fieldwork, and/or community events.
- 2) Treat others with respect at all times.
- 3) Report to work on time/prepared each day, and follow a daily schedule.
- 4) Responsible for attending community events as a representative of the CUJ, this includes interviewing people, recording audio and video, and taking photos.
- 5) Assist with creating promotional materials for the organization, such as fliers and infographics, and writing stories/press releases for the CUJ.
- 6) Using and caring for media equipment, tools, supplies, and technology.
- 7) Taking notes, including typing, formatting, and editing Word documents on a computer.
- 8) Participate in community outreach efforts and assist with fieldwork, which includes keeping organized field notes and detailed work logs.

BASIC SKILLS & INTERESTS

- 1) Interest in Tribal Governance, journalism, photography, marketing, and public service.
- 2) Has interpersonal skills and is comfortable speaking to various people one-on-one or in groups.
- 3) Must follow safety protocols and meet expectations.
- 4) Basic organizational and self-management skills.
- 5) Enjoys following daily routines and completing structured tasks that require attention to detail.
- 6) Basic understanding of office technology (Word, email, copier, etc.).
- 7) Has basic writing skills or is willing to learn.

PHYSICAL DEMANDS

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 25 lbs.
- 3) Ability to work outside in different types of weather conditions.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Demonstrate a willingness to learn and apply new skills.
- 2) Has strong writing skills and is comfortable typing, formatting, and editing Word documents on a computer.
- 3) Demonstrate effective communication skills.
- 4) Good eye for photography/video recording, or ability to learn.
- 5) Comfortable with using different technology and devices, or willing to learn.
- 6) Basic understanding of office systems (Word, email, copier, telephone, etc.), or ability to learn.
- 7) Exhibit professional demeanor.
- 8) Must be able to work in a team setting.