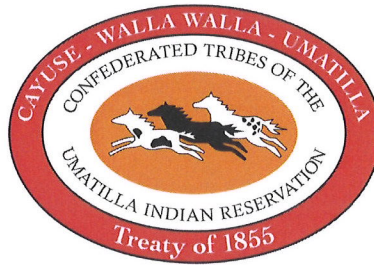


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Confederated Umatilla Journal (CUJ) Editor

SALARY: Pay Range 11  
\$65,481.12 - \$78,508.56 annual  
DOE/DOQ

DEPARTMENT: Communications Department

LOCATION: Nixyáawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with benefits package  
Background check required  
Exempt

SUPERVISED BY: Communications Director

OPENING DATE: May 7, 2025

CLOSING DATE: Open until filled; first review of complete applications on May 22, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## GENERAL STATEMENT OF DUTIES

Primary responsibility will be to serve as editor for the Confederated Umatilla Journal (CUJ), the monthly newspaper of the CTUIR. Individual is responsible for writing local, community focused news stories, editing, soliciting articles, designing and laying out publications, posting-up on final layout grids, working with local printers, and distributing publications. The individual will also oversee the selling advertisements to generate revenue, establishing and maintaining subscription system.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Conducts reporting on local issues, writes articles, editorials, and reviews other material for print.
2. Personally conducts interviews on individuals and attends community based gatherings, sporting events, and other events to obtain items for publication, verify facts and clarify information
3. Plans and coordinates in the selection and preparation of written material for the publication of the CUJ.
4. Reads, evaluates, and edits material submitted for publication consideration.
5. Takes photographs, secures graphic material from picture sources, and selects photographers to produce pictures and illustrations.
6. Organizes materials, plans overall and individual page layouts, and selects type of print.
7. Uses desk top publishing software and equipment to design and layout stories, photos, advertisements, etc.
8. Edits copy to detect errors in spelling, punctuation, and grammar.
9. Contacts and maintains working relationships with local businesses to solicit advertisement. Establishes and maintains advertisement rate schedule.
10. Establishes and maintains subscription schedules for non-tribal members wishing to receive the CUJ.
11. May initiate or reply to correspondence regarding material published or being considered for publication.
12. Collaborate with communications department to create digital, multimedia and video news projects.
13. Other duties as assigned that related to the above job functions.

## SUPERVISORY AUTHORITY:

CUJ Reporters and Photographers

## SIGNATORY AUTHORITY:

CUJ Budget, as designated by Communications Director.

## ACCESS TO SENSITIVE AREAS:

**REQUIRED MINIMUM QUALIFICATIONS:** (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor's degree in Journalism, Communications, Photography, Media Production, or Visual Arts is preferred.
2. Associate's degree in related field from an accredited college with four (4) years of progressive experience in journalism. OR
3. High School Diploma or GED completion with six (6) years applicable (journalism, photography, media production or visual arts) progressive experience and demonstrated success.
4. Thorough knowledge and demonstrated commitment of the principles of effective communications, editorial and ethical standards, mass media, publicity, advertising, policies, education, community relations, and government relations as they relate to newspaper publications.

5. Must have skills establishing effective working relationships with CTUIR Community Members, Community officials, the public, representatives of the news media and other Local, State and Federal representatives and officials.
6. Must be able to accommodate a flexible work schedule to attend community events and gatherings locally and in the region.
7. Must have good interview skills and interact with others both in person and/or by telephone/zoom.
8. Must have character and integrity to produce objective, unbiased news articles.
9. Must be a self-starter and able to meet strict publication deadlines.
10. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
11. Must have good computer skills working with Microsoft Office, FileMaker Pro, Adobe InDesign, and Adobe Photoshop computer software. Must have excellent communication skills, both verbal and writing.
12. Must be able to write material for publication with a high degree of accuracy and readability.
13. Must have excellent proof reading skills.
14. Must have working knowledge and experience working with digital cameras and other multimedia equipment.
15. Must be able to work with a diverse group of people. Must have the ability and interest to greet the public and handle difficult situations in a professional and courteous manner.
16. Must have the ability and interest to monitor, adapt and stay current on applications, strategies and innovations in news media.
17. Must have financial knowledge in developing, managing and monitoring, a department budget effectively.
18. Must have a valid driver's license and meet Tribal Insurance Requirements.
19. Must have own reliable transportation. May be required to drive a Tribal GSA vehicle to perform job duties/assignments.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe InDesign, and Adobe Photoshop computer software.
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED. Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.



8. **Writing samples (5-20 pg. minimum) must be included with application materials.** News stories, features, etc.

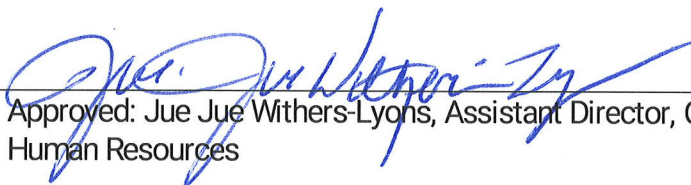
#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541) 276-9060

To be considered, application package must be post marked by the closing date.

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

5/7/2025  
Date

---

#### Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date