

541-429-7180



HumanResources@ctuir.org



46411 Timine Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	CUJ Reporter
SALARY:	Pay Range: 9 \$53,633.64 to \$74,978.28 annual DOE/DOQ
DEPARTMENT:	Communications
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Non-Exempt
SUPERVISED BY:	CUJ Editor
OPENING DATE:	September 16, 2025
CLOSING DATE:	October 1, 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

The Confederated Umatilla Journal (CUJ) Reporter will perform duties assigned by the CUJ Publisher and Editor. Those duties will include news reporting, photography, and pagination for the CUJ newspaper and CUJ website, plus other administrative tasks. The CUJ Reporter will be expected to attend government meetings, and community and sports events, which will require face-to-face interviews with a variety of people. This will include assignments after regular working hours and on weekends, plus particularly long hours in the four days prior to press day.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Communicate one-on-one and/or with groups of people using phone, e-mail, text, and other social media platforms to interview sources and then write, edit and submit fact-checked copy, including news, features, and sports, on a scheduled basis adhering to daily, weekly and monthly deadlines.
2. Take photographs to accompany CUJ stories.
3. Assist with image correction, design, and pagination of CUJ, plus responsibility for the final product that is submitted electronically to the printer.
4. Upload electronic files of CUJ to Facebook and the webpage, and submit the monthly issue to archive distributors (Ebsco and Pro-Quest).
5. Assist in the daily update of the CUJ Facebook page and CUJ website, plus any other media and/or social media tools as assigned.
6. Assist twice a month in outlining duties for the monthly newspaper distribution e-hire person; meeting truck to unload bundles and delivery as needed.
7. Assist after the CUJ is published with follow-up review and preparation for the next issue.
8. Maintain subscription database.
9. Assist with any assigned special sections and/or other special assignments.
10. Communicate and coordinate with the Tribal community, and CTUIR departments and programs, for assigned stories or projects.
11. Stay up to date on privacy, contempt, libel, and defamation laws.
12. Other duties as assigned related to the needs of the position.
13. Ability to work irregular hours, and days for events and on occasion to cover stories for CUJ news.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

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

1. High School Diploma (preferred associate or bachelor's degree in communications/journalism related field).
2. Minimum of two years of experience at a publication (Associate's or bachelor's degree in English, writing, or journalism preferred).
3. Demonstrated writing skills, and the ability to conform to AP and CUJ style editing standards.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
5. 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.
6. Must have character and integrity to produce objective, unbiased news articles.
7. Knowledge and ability to operate digital cameras and associated software.
8. Must have working knowledge of computers and software, including Microsoft Outlook, Word and Excel, and Adobe InDesign and Photoshop.
9. Working knowledge of social media, including Facebook and website management.
10. Must have the ability and interest to monitor, adapt and stay current on applications, strategies and innovations in news media.
11. Ability to complete assignments in a specified period of time and work under deadline.
12. Ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
13. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to quickly respond to unexpected incidents, events and/or activities, and/or other assigned tasks.
4. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
5. Ability to lift up to 25 pounds.
6. Ability to work irregular hours, meet needs to cover stories, news related to CUJ.

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. Applicants 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. *Two samples of reporting must be included. This can be both written or photo journalism.*


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 Recruiting
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

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


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

9/16/2025
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

