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

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: CUJ Reporter/Communications Tech

SALARY: Pay Range: 9
$45,627 to $59,316 annual
DOE/DOQ

DEPARTMENT: Communications

LOCATION: Nixyaawii Governance Center, Mission, OR

EMPLOYMENT STATUS: Full Time with benefits package
Non-exempt
Background check required

SUPERVISED BY: CUJ Editor

OPENING DATE: July 31, 2020

CLOSING DATE: Open until filled with first screening of complete applications packets Aug. 17, 2020

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 CUJ Reporter/Communications Tech will perform duties assigned by the CUJ Publisher and Editor. Those duties will include news reporting, photography, advertising sales, 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. The CUJ Reporter/Communications Tech will also receive public relations assignments.

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, and take photos as assigned for public relations purposes.
3. Assist with image correction, design and pagination of CUJ, plus responsibility for final product that is submitted electronically to printer.
4. Work with local businesses to solicit CUJ advertising, produce ads and other graphic needs using desktop publishing software. Among administrative tasks will be monthly billing of advertisers.
5. Upload electronic files of CUJ to Facebook and webpage, and submit monthly issue to archive distributors (Ebsco and Pro-Quest).
6. Assist in daily update of CUJ Facebook page and CUJ website, plus any other media and/or social media tools as assigned.
7. Assist twice a month outlining duties for the monthly newspaper distribution e-hire person; meeting truck to unload bundles and delivery as needed.
8. Assist after the CUJ is published with follow-up review and preparation for next issue.
9. Maintain subscription data base and coordinate billing with CTUIR Finance Department.
10. Assist with any assigned special sections and/or other special assignments.
11. Communicate and coordinate with the Tribal community, and CTUIR departments and programs, on public information projects as assigned.
12. Stay up to date on privacy, contempt and defamations laws.
13. Other duties as assigned that pertains to position.

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. Bachelor’s Degree in English, writing or journalism (preferred in communications/journalism related field).
2. A minimum of five years of experience working as a reporter or editor on an established newspaper with demonstrated writing skills, and the ability to conform to AP- and CUJ-style editing standards.
3. Demonstrated strong written communication 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.

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5. Ability to proactively work with a diverse group of people, including youth, elders, elected officials, co-workers, community members.

6. Knowledge and ability to operate digital camera and associated software.

7. Working knowledge of computers and software, including Microsoft Outlook, Word and Excel, and Adobe InDesign and Photoshop.

8. Working knowledge of social media, including Facebook and website management.

9. Ability to complete assignments in a specified period of time and work under deadline.

10. Ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.

11. Must have a valid state driver’s license, reliable transportation, and meet Tribal insurance requirements.

12. A writing test may be required as part of the selection process.

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.

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. Technical writing sample (5-20 pg. minimum) must be included with application materials.

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: JueJue Withers-Lyons, Assistant Director, Office of Human Resources
Date 1-30-2020

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 _______________