

## **MIAMI NATION JOB ANNOUNCEMENT**

**POSITION TITLE: MEDIA DIRECTOR**  
**STATUS: FULL TIME**  
**CLASSIFICATION: EXEMPT**

### **DATES OF POSTING PERIOD: UNTIL FILLED**

**JOB SUMMARY:** This position is responsible for publications presented under the brand “Myaamia Publications” including, but not limited to the quarterly Tribal newspaper, websites, social media accounts, and all cultural and historical publications of the Tribe. The Director will serve as Chief Editor to the Tribe’s newspaper and be in direct contact with Tribal Legal for accuracy in all political matters presented in any publication. The Director will work directly with the Business Committee, department managers, directors, tribal employees, as well as communicate directly with all other Tribal departments for news content. This position will also supervise employees assigned to this department. This position reports the Business Committee with indirect supervision by the Cultural Resource Officer.

### **JOB FUNCTIONS:**

*Duties include, but are not limited to:*

- Oversight, editing and writing contributions to the quarterly Tribal Newspaper.
- Oversight, editing and writing contributions for the Nation’s website, miamination.com.
- Editing and review, for consistency and accuracy, for tribal webpages, and social media content.
- Oversight, editing and review for all Myaamia Publications products.
- Review of all websites of the Miami Tribe, as well as the Myaamia Center, for consistency and accuracy. (Myaamia Center websites are not the responsibility of the CRO.)
- Establishment of a publications archiving system or process.
- Research and documentation of all public news pertaining to the Tribe and reporting content to Leadership and Legal.
- Assist with press releases, public statements, news articles, etc. upon obtaining appropriate approvals
- Supervisor over other employees assigned to the department (web design, graphics, etc.)
- Will be required to work beyond normal working hours during community programs and outreach events, and annual Tribal community events.

### **OTHER JOB FUNCTIONS**

- Travel pertaining to the position or as directed

### **SKILLS**

- Ability to work as a team member.
- Excellent interpersonal skills, outgoing, friendly, and confident.
- Organized and capable of being timely per the scheduled activity.

Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [hr@miamination.com](mailto:hr@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

## **MINIMUM QUALIFICATION**

- Degree or exceptional experience in a field relating to media, news, writing.
- Computer literate.
- Must be capable of supervising other employees.
- Must possess high integrity regarding confidential and sensitive information.
- Must have the ability to travel as needed.
- Must possess the ability to effectively communicate, with excellent verbal and written skills.
- Must be able to speak comfortably before large audiences.
- Ability to maintain a professional image and atmosphere.
- Must have the ability to work unsupervised while meeting deadlines.
- Must have a valid driver's license and be insurable.
- Background investigation with favorable findings.
- Must be drug-free and successfully pass pre-employment and random drug screenings throughout employment.

## **CONDITIONS OF EMPLOYMENT:**

- Position subject to budget availability

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

Human Resource Officer  
Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [hr@miamination.com](mailto:hr@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)