



OFFICE OF PUBLIC INFORMATION

PHONE (601) 663-7532 FAX (601) 650-3684
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010 / 101 INDUSTRIAL ROAD
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #096016

POSITION TITLE: Public Affairs Coordinator
SUPERVISOR: Director, Office of Public Information
TYPE OF EMPLOYMENT: Regular Full Time
SALARY: Grade 8
LOCATION: Office of Public Information (Old Museum Building)
OPENING DATE: OCTOBER 17, 2018 **OCT 17 2018**
CLOSING DATE: OCTOBER 31, 2018 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Public Affairs Coordinator will assist with Tribal events and programs in the community. Coordinate and maintain the Choctaw Indian Princess schedule and travel. Work closely with the reigning Princess and her family to ensure the Princess is at confirmed events on time. Create, promote and schedule school/organization presentations on the Mississippi Choctaw utilizing the Choctaw Princess as the main presenter. Facilitates and coordinates community engagement activities including tours, visits, presentations, and media opportunities for OPI and the Choctaw Indian Princess. Coordinates with various departments and programs in regard to Choctaw Indian Princess attending events.

RESPONSIBILITIES/DUTIES:

1. Assist in planning and implementing Tribal events and programs
2. Develop elementary age appropriate educational presentation featuring the Choctaw Indian Princess. Work closely with local and regional schools to promote MBCI using this presentation.
3. Manage the Choctaw Indian Princess calendar; appearance and presentation requests.
4. Schedule and chaperone the Choctaw Indian Princess visits to Early Childhood Centers and Tribal Elementary Schools.
5. Schedule and chaperone the Choctaw Indian Princess travel to various Pow-Wows and festivals. Most of these are overnight trips.
6. Serve as a Tribal Tour Guide; when the main tour guide is unavailable, or two guides are needed.

7. Assist with writing projects within the Office of Public Information Department.
8. Assist with video production of the news program; if interested.

PHYSICAL DEMANDS:

The work involves computer work at terminal, walking, standing, carrying of light items such as manuals or bundles of forms within the work area. Travel to other tribal communities may be required.

WORK ENVIRONMENT:

Work is performed in an office setting with adequate lighting, heating and ventilation. Work may be performed in and outside the office setting.

QUALIFICATIONS:

1. High School Diploma is required. An Associates Degree (AA) or Bachelor's Degree from an accredited college, university, technical school or other institute of higher learning is preferred.
2. Must have a minimum of one (1) year of previous related work experience.
3. Must have an understanding, knowledge and experience with the Choctaw Tribe, Culture and People. Have some experience working with the Choctaw Indian Princess.
4. Must be able to work with little or no supervision, be comfortable working independently, be self-motivated, well organized and have the ability to work as a team player.
5. Must have a proven ability to handle multiple tasks and to use resources effectively.
6. Must demonstrate efficiency in work place practices. Must be able to meet multiple established deadlines in a fast-paced environment. The candidate must be able to accomplish all assigned responsibilities in a positive manner.
7. Must demonstrate maturity, confidence, poise and the presence necessary to interface effectively with senior-level executives as well as external constituencies such as media and local government leaders.
8. Must have the ability to coordinate projects and activities into a cohesive and strategic public affairs program.
9. Must have the ability to collaborate with a range of stakeholders, from Tribal leaders to public officials to school officials to community members.
10. Must be achievement-driven and must accept responsibility for his/her results. Must possess a strong work ethic and be determined to achieve established goals and objectives.

11. Must be assertive and have the cognitive ability to deal effectively with people's needs and concerns under highly demanding conditions. Must provide the highest degree of integrity and understanding.
12. Must possess outstanding communication skills, both written and oral. Must have superior negotiating skills and have a high degree of originality, initiative and common sense. Fluency in the Choctaw language is preferred.
13. Must be computer literate in the appropriate software. Must be proficient in Microsoft Office Suite (Word, Excel, and PowerPoint). Some Adobe Creative Suite experience is preferred but not required.
14. Must have a valid Mississippi driver's license, adequate liability insurance, and personal transportation.
15. Clearance of a criminal background investigation and pre-employment drug screen are required.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO: Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350**