



Choctaw Health Center

Public Health Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4110

JOB ANNOUNCEMENT #402283

Position Title: Graphic & Media Manager
Salary: GRADE 17
Supervisor: Director, Public Health Services
Job Location: Choctaw Health Center-Public Health Services
Type of Employment: Full-Time/ Non-Exempt, Temporary
Open Date: MARCH 10, 2022 MAR 10 2022
Close Date: MARCH 24, 2022 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

***Mission Statement:** The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:** Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities of Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the Tribe's population across a ten-county area in East Central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The position of the Graphic & Media Manager is assigned under the general direction and supervision of the Public Health Services Department or designated individual. This position is responsible for conceptualizing and creating designs, conceptions and layouts, and produces digital, video and photographic content for the Choctaw Health Center website, print, digital and social media channels to support the public relations program

and community relations to ensure the COVID-19 health information on community, regional, state, and national level is disseminated including necessary COVID-19 trends among the tribal communities. This position is also responsible for continuously reviewing, monitoring inaccuracies, and providing overall data submission daily through various entities. The Graphic & Media Manager is to adhere to all guidelines and policies and is expected to perform all duties with the highest degree of confidentiality.

RESPONSIBILITIES AND DUTIES:

1. Conceptualizes and creates designs, concepts and layouts based on knowledge of design principles
2. Develops and creates graphics for wide variety of print and online publications, illustrations, collateral materials, website, videos and social media channels.
3. Conceptualizes, designs, implements, and maintains innovative and cutting edge high-quality designs for print, website, collateral materials, and social media channels.
4. Manages and constantly updates/monitors the social media channels.
5. Designs digital graphics, flyers, brochures, cards, posters, and logos for use of COVID-19 informational disbursement.
6. Creates shoots, edits and produces short videos with short timelines.
7. Familiarity with design programs, such as Adobe PhotoShop, Illustrator, InDesign, and etc.
8. Shoots digital photos at Choctaw Health Center and community events to illustrate stories and videos, for use on social media platforms, collateral materials, marketing and advertising the Choctaw Public Health Services.
9. Coordinates production schedules to ensure projects and assignments are delivered in a timely manner.
10. Assists in the development and implementation of a comprehensive social media strategy.
11. Develops brand awareness for the Public Health Services on social media channels.
12. Generates relevant and engaging content for all of the Public Health Services social media channels.

13. Provides guidance and support to division departments to assist in the development of their social media strategies.
14. Produces graphics, video and photographic content for the Public Health Services on social media channels.
15. Creates and publishes content across the Public Health Center on multiple platforms.
16. Cultivates individual relationships and partnerships that support the Public Health Services and Choctaw Health Center initiatives.
17. Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
18. Completes duties and responsibilities in compliance with Mississippi Band of Choctaw Indians, Choctaw Health Center, and Public Health Services standards, policies and guidelines.
19. Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, and clients.
20. Completes all required training and professional development sessions.
21. Supports the values and institutional goals as defined in the Choctaw Public Health Services Strategic Plan.
22. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
23. Performs other duties as assigned
24. Must be able to create easily understandable charts and graphs for public release.
25. Must adhere to management and leadership suggestions on data or COVID-19 updates for public release.
26. Must meet reporting deadlines.
27. Perform all other duties as assigned.

WORK ENVIRONMENT

1. Work is performed in the Choctaw Health Center/Public Health Services

Department.

2. The incumbent will be required to work 8-hour days to carry out duties.
3. There is common exposure to contagious disease.
4. Ability to travel within the communities of service.
5. Ability to travel out of town for training.
6. Ability to work after regular service hours, which may include some evenings and some Saturdays.

PHYSICAL DEMANDS

The work involves the ability to bend, lift and carry objects of varying sizes not to exceed 25 lbs.

PROFESSIONAL REQUIREMENTS

1. Adhere to dress code, appearance is neat and clean.
2. Always maintain patient confidentiality.
3. Report to work on time and as scheduled.
4. Must wear identification while on duty.
5. Must maintain regulatory requirements, including all state, federal, and local

QUALIFICATIONS:

1. Associates Degree/Bachelor's degree from an accredited college or university, with a concentration in Communications, graphic design, visual/media arts, or related field.; plus, three (3) or more years' experience in graphic design, social media or related field required. (Must be attached to the application)
2. Demonstrate professional experience in graphic design.
3. Experience designing for print and digital platforms.
4. Demonstrated experience in content production for social media.
5. Excellent written and verbal communications skills.
6. Demonstrated experience in organizing, conceptualizing, and prioritizing objectives and managing a high volume of projects.
7. Experience in graphic design, photography, and social media, with demonstrated people skills and expertise in planning, designing, production methods, and management.

8. Experience working in a team-oriented environment with other content creators, designers, and editors.
9. Knowledge of digital photography and ability to shoot images for multiple content platforms.
10. Knowledge of Adobe Creative Suite, Photoshop, Illustrator and InDesign.
11. Work with vendors/printers to obtain quotes, execute jobs, and resolve problems and disputes.
12. Experience with a variety of social media platforms
13. Must be culturally competent to meet the needs of the Native American (MBCI) population.
14. Ability to establish and maintain an effective working relationship with co-workers and employees in other departments.
15. Ability to work independently and to carry out assignments to completion with minimal instructions.
16. Ability and willingness to assume responsibility for accuracy and timeliness of work product.
17. Motivated individual with proven initiative.
18. Customer service acumen, approachable.
19. Must possess a valid Mississippi driver's license, reliable transportation and vehicle liability insurance. (Required) (Must be attached to the application)
20. Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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 persons(s) who are not members of MBCI only when no qualified member of

MBCI, who has applied for the position, can be trained up 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 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 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

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350