



SPECIAL PROJECTS/MEDIA PROGRAM
MISSISSIPPI BAND OF CHOCTAW INDIANS
PO BOX 6010
CHOCTAW, MS 39350
Phone: (601) 663 – 7735
FAX: (601) 650 - 1776

JOB ANNOUNCEMENT #575103

POSITION TITLE: Media Production/Office Assistant
SALARY RANGE: Grade 8
SUPERVISOR: Special Projects/Media Coordinator
JOB LOCATION: Special Projects/Media Program Offices – Chahta Immi Cultural Center (CICC)
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt
OPENING DATE: AUGUST 23, 2022 **AUG 23 2022**
CLOSING DATE: SEPTEMBER 06, 2022 OR UNTIL FILLED

SCOPE OF SERVICE

The Media Production /Office Assistant will be responsible for assisting the Special Projects/Media Program staff in all phases of media production work, cultural presentations, and program services. The Assistant will assist in research and cultural resource gathering activities to provide needed information for developing cultural resources, exhibits, and presentations. The Media Production/Office Assistant shall assist the program coordinator in administrative activities and provide clerical support for the program.

Duties and Responsibilities:

1. Assist in designing & developing various cultural & language multi-media learning resources.
2. Conduct research for Choctaw cultural & language learning material development.
3. Collaborate with program staff to plan and conduct media production services.
4. Assist with media and cultural training sessions.
5. Assist program staff and the Department of Chahta Immi programs to conduct presentations, demonstrations, and other cultural services at all MBCI Choctaw communities.

“CHOCTAW SELF-DETERMINATION”

6. Assist program staff and the Department of Choctaw Immigrant programs to conduct presentations, demonstrations, and other cultural services at events held within the state of Mississippi and in other states.
7. Provide administrative support to the program coordinator, which includes assisting in managing program projects and scheduled activities.
8. Provide clerical support for the program, which includes maintaining records, assisting in procuring supplies and equipment, and making travel arrangements.
9. Perform other duties as assigned by the supervisor.

Qualifications:

- Must have a high school diploma.
- Associates degree in Multi-Media production or have background experience and training in various formats of media production.
- Possess working knowledge of office management principles and procedures
- Must be a Choctaw speaker and able to read and write in the Choctaw language.
- Must have a valid driver's license and insurance.
- Able to conduct independent research.
- Possess creative writing and editing skills.
- Have a good understanding of the Choctaw culture and traditions.
- Have effective communication and public speaking skills.
- Experience at working both independently and in a team-oriented environment.
- Possess time management skills.
- Able to conform to shifting priorities, demands, and timelines.
- Technically competent with Microsoft Office Applications (M/S WORD, Excel, Power Point, M/S Teams, and Outlook).
- Able to use Adobe Applications and/or other multi-media designing software.

Other Requirements

- Must be able to lift a minimum of 25lbs.
- Must be able to work extra hours and weekends when necessary.
- Must be willing and able to travel to other parts of the state & to other states for Department related work.

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 to 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 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 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 Branch
Choctaw, MS 39350