



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Content Journalist
DEPARTMENT: Communications

POSITION SUMMARY:

The Content Journalist is responsible for creating content and providing administrative assistance for the monthly qyuuqs News, annual report, websites, and other publications and outreach. The Content Journalist reports to the Communications Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Write and edit copy for print, websites, and social media
- Reporting and conducting interviews
- Proofread and fact check
- Research and obtain graphics and photographs from various sources
- Attend and report on events, including taking photographs
- Coordinate editorial photo and video shoots, including caption and script writing
- Assist with photo editing and publications layout and graphics
- Field, track, and resolve issues with author submissions
- Work with team to develop story ideas and editorial calendars
- Update, edit, and/or write website content as assigned
- Assist with tasks related to digital assets management
- Tasks associated with print vendors, in-house print production, and bulk mailings
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in journalism, public relations, communications, or related field
- Minimum of two years related experience and able to provide writing samples

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communications skills
- Proactive team player with exceptional organizational skills
- Ability to operate a DSLR camera
- Basic photo editing skills using Adobe Photoshop or Lightroom
- Experience with Adobe Acrobat and InDesign
- Proficient with Microsoft Office applications and an aptitude for learning new software
- Familiarity with publishing content online, HTML and CSS experience is a plus

WORK ENVIRONMENT AND TIME COMMITMENT

- This is a full-time position. Work schedule is 40 hours per week, including planned attendance at events outside of regular government administration hours
- Tasks are primarily performed indoors in an office setting
- Must have valid driver’s license
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing, walking, or being outdoors

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Editorial Assistant is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____