

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06420447

DATE POSTED: 01/14/21

POSITION NO: 244482

CLOSING DATE: 01/28/21

POSITION TITLE: Public Information Officer

DEPARTMENT NAME / WORKSITE: Navajo Epidemiology Center (NEC) /Navajo Department of Health/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ63A

WORK HOURS: 8:00 - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 40,277.52 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.29 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

This position will coordinate with NEC leadership and staff, NDOH leadership, Navajo Nation leadership, elected officials, and other dignitaries as needed, to develop and disseminate health briefs, reports, outbreak communications, health education materials, annual health status reports, and journal articles. Will coordinate media campaigns and public relations activities that may include radio, television, written materials, photographs, and use of social media. The Public Information Officer will facilitate meetings, assist with planning and implementing conferences, and coordinate with partners and collaborators within the NDOH, Navajo Nation government, Navajo area clinical providers, State Health Departments, and others. The Public Information Officer will engage with Navajo Nation communities and officials at Chapter meetings, Agency Council meetings, and other forums, to highlight NEC public health priorities, objectives, and activities. The Public Information Officer will conduct interviews, focus groups, forums, etc., to seek feedback on written and/or verbal messaging for public health information that is pertinent to the target population. The position will manage technical assistance requests received through NEC website, and assist with the maintenance and management of website with webmaster.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Demonstrate fluency in both the Navajo and English languages, both written and verbal.

Experience interacting with the public.

Experience in public health risk communication.

Experience in group facilitation methods.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.