

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

|                             |   |                    |                                     |                  |                            |
|-----------------------------|---|--------------------|-------------------------------------|------------------|----------------------------|
| REQUISITION NO:             | <u>OPV08420855</u>  | DATE POSTED:       | <u>04/05/21</u>                     |                  |                            |
| POSITION NO:                | <u>236193</u>   | CLOSING DATE:      | <u>OUF</u>                          |                  |                            |
| POSITION TITLE:             | <u>Government &amp; Legislative Communications Officer</u>  |                    |                                     |                  |                            |
| DEPARTMENT NAME / WORKSITE: | <u>OPV/Navajo Nation Washington Office / Washington, DC</u> |                    |                                     |                  |                            |
| WORK DAYS:                  | <u>Mon. - Fri.</u>  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP:      | <u>BK67A</u>               |
| WORK HOURS:                 | <u>40+ hrs. per week</u>                                    | PART TIME:         | <input type="checkbox"/>            | NO. OF HRS./WK.: | <u>64,999.44</u> PER ANNUM |
| SENSITIVE                   | <input type="checkbox"/>                                    | SEASONAL:          | <input type="checkbox"/>            | DURATION :       | <u>31.13</u> PER HOUR      |
| NON-SENSITIVE               | <input checked="" type="checkbox"/>                         | TEMPORARY:         | <input type="checkbox"/>            |                  |                            |

**DUTIES AND RESPONSIBILITIES:**

Develops and implements media strategies & manages media relations activities to publicize congressional legislation, actions, and events; maximizes existing press contacts while cultivating new ones; writes, edits and issues press preleases, newsletters, publications, scripts & other communications documents; responds to congressional, legislative, and other public relations media requests; builds meaningful relationships with key public officials and Navajo Nation leaders; develops and implements governmental relations strategies; researches and composes speeches, presentations, and talking points; serves as a resource for regional and national reporters for the Navajo Nation government; coordinates public relations activities; advises office staff concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news, public service and educational programs for radio and television; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; plans and coordinates news conferences and special events; serves as a contact for information administrators in the maintenance of the office network and website; and prepares required reports.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Journalism, Mass Communications, Public Relations, Public Policy or a closely related field; and five (5) years of experience in strategic public affairs and media relations.

**Special Requirements:**

*(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:**

Knowledge on the legislative & governmental processes of the Navajo Nation, state and federal government's; electronic news gathering techniques & broadcast industry standards; creative & critical thinking; editing the content, structure & format of a range of written material; developing media plans & activities; & effectively interface with multiple individuals & groups.

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