DUTIES AND RESPONSIBILITIES:
Under direction of the Division Director, performs work of moderate difficulty to establish and manage effective public relations with the media and the public; Strategize and plan for development and implementation of press release on economic development initiatives and accomplishments; Researches, develops, writes and coordinate press release on economic development matters; Reviews, edit economic related press releases, newsletters, publications, scripts etc.; Works with other Navajo Nation governmental programs to create positive comprehensive media release strategies that promotes business and economic development on the Navajo Nation; Coordinate public relation materials such as news releases, newsletter, website administration, social media platforms, portfolio updates, illustration and printing of publications including information and photographs for the press, newspaper, radio, television, education, and trainings on behalf of the division; Provide brochures to create positive experiences for the general public and promoting business opportunities on the Navajo Nation; Target areas with economic growth potential and assist in developing campaigns to promote targeted areas; Keep abreast of new trends, techniques, technology, and electronic newsgathering for the division’s website; Serves as a liaison with the public, community, businesses, and governmental entities; Participates in media production meetings, i.e. work, planning, strategy sessions; Arrange and participates in scheduling, briefings, public forums, and radio broadcast; Represent the division at the summits, meetings, conferences, local communities, chapters, etc.; Provide presentation to the local communities; Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
● Bachelors 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.

(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 of public and government organizational process involving methods and practices of public administration and management compliances.
Knowledge of principles, techniques and objective of public information and relation programs.
Knowledge of electronic newsgathering techniques and broadcast industry standards.
Knowledge of legislative and economic issues affecting the Navajo Nation.
Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.
Skill in evaluating and editing content, structure, and format of a range of written material.
Skill in applying independent judgment in the release of confidential information.
Depending on the needs, maybe required to demonstrate fluency in both the Navajo and English languages.

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