

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

REQUISITION NO: LB0608303  
POSITION NO: 241431  
CLASS CODE: 2041

Date Posted: 11/18/13  
Closing Date: 12/03/13

POSITION TITLE: Public Information Officer  
DEPARTMENT NAME: Office of Navajo Nation Human Rights Commission  
DEPARTMENT NO: 60 WORKSITE LOCATION: Window Rock, Navajo Nation (AZ)  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y63A  
Days: M-F Permanent:   
Hours: 8-12 1-5 Temporary:  Duration: \_\_\_\_\_ \$ 17,992.00 Per Annum  
Part-Time:  No. of Hrs/Wk: 20 \$ 17.30 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Interface and network with the media in order to create favorable public opinion of the work of the Navajo Nation Human Rights Commission. Researches, develops and coordinates media campaigns utilizing the print, broadcast and digital medium; coordinates associated public relations activities at the local, state, national and international levels, including but not limited to, press conferences.

Researches, develops, designs, writes and arranges print media campaigns; ensures the communication is understood by non-English language speaking Navajos; development of the print media may involve engaging other Navajo government programs to provide input and to ensure that resources are effectively and efficiently utilized. Print media may include, but not limited to press releases, combative posters, and brochures.

Issues press releases addressing the issues addressed by and accomplishments of the Navajo Nation Human Rights Commission and its office; appropriately articulates the impacts of the issues and successes in order for the ordinary reader will comprehend; the content of the press release may include issues affecting the Navajos and other indigenous peoples at the local, state, national and international levels. Designs and maintains the website for the Navajo Nation Human Rights Commission.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field, or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Demonstrated fluency in the Navajo language is *preferred*.

Web designing for a government office or company, *preferred*. Demonstrated capability by providing samples of past web designs, *preferred*.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo governmental structure including the administrative processes and procedures for encumbrances and disbursement of funds; knowledge of the human rights issues affecting the Navajo people; knowledge and ability to use latest desktop computers; ability to design and create artwork that appropriately reflects Navajo human rights; ability to adapt to changes in the work environment.

**License/Certification Requirements:**

Appropriate certification to design and maintain websites, *preferred*.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*