

MISS NAVAJO NATION

DEFINITION: Under general supervision, serves as an ambassador of the Navajo Nation, represents the Nation by educating the general public on the culture, heritage, background, and history of the Navajo people; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Attends functions, events and gatherings; visits schools, chapters, community events, programs and offices promoting a positive cultural image of the Navajo Nation; prepares and distributes educational, cultural and other materials; accepts and responds to correspondence; promotes wellness, healthy lifestyles and positive self-esteem; meets with officials, Very Important Persons (VIP), interested parties and others on and off the Navajo Nation; provides media interviews; attends meetings and events throughout the country representing the Nation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public relations, news and entertainments media.

Knowledge of Navajo culture, traditions, history and lifestyles.

Skill in oral and written communications and presentations to a wide variety of audiences.

Skill in planning, prioritizing, directing and managing diverse number of community appearances and events.

Skill in establishing and maintaining cooperative working relationships with others in the course of serving as Miss Navajo Nation.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: A diverse public appearance schedule during evening and weekends involved in developing and maintaining effective interpersonal relations.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Must be an enrolled member of the Navajo Nation; must be eighteen (18) to twenty-five (25) years of age and single.

PREFERRED QUALIFICATIONS:

- Knowledge of Navajo culture, history and tradition.

SPECIAL REQUIREMENTS:

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

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and physical examination within 90 days of date of hire.

Depending upon the needs of the Nation, incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.