

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

DIRECTOR OF COMMUNICATIONS

Team: Administration

Reports To: Executive Director

FLSA Status: Exempt

Salary Grade: DOE

Schedule: Mon-Fri, 8AM to 5PM AKST

Last Revised: January 2025

POSITION SUMMARY

This position is responsible for directing the Native Village of Eyak's (NVE) public relations and marketing functions, with an emphasis on promoting NVE's cultural, environmental, and community-based initiatives. The role also includes oversight, direction, and mentoring of Public Affairs staff, ensuring alignment with NVE's mission to support and enhance the Eyak people's heritage and well-being.

ESSENTIAL DUTIES

- Provide management oversight of all daily activities in Public Affairs, ensuring alignment with NVE's strategic goals.
- Develop content, strategies, and imagery for communication campaigns that highlight NVE initiatives, such as cultural preservation, environmental stewardship, and community development.
- Research and write speeches, social media posts, reports, and other communications that reflect NVE's priorities and values.
- Prepare staff and leaders for press interviews, ensuring the accurate representation of NVE's work and perspectives.
- Disseminate information to the press, elected and appointed officials, community members, and other key stakeholders.
- Serve as the Lead Public Information Officer during emergencies, disaster situations, and training exercises, with coordination across tribal, state, and federal agencies.
- Manage NVE social media activities and maintain the NVE website with culturally relevant and timely updates.
- Develop and produce video programming, graphic design layouts, and other multimedia materials that celebrate and advance NVE's work.
- Organize events such as groundbreaking ceremonies and cultural celebrations that engage the community and showcase NVE achievements.

SUPERVISORY RESPONSIBILITIES

- May supervise staff if Communications team requires growth.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strategic Communication Planning
- Media Relations and Press Release Writing



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- Content Creation and Multimedia Storytelling
- Brand Management and Messaging
- Digital Marketing and Social Media Strategy
- SEO and Web Analytics
- Crisis Communication and Reputation Management
- Public Speaking and Presentation Skills
- Copywriting and Editing
- Stakeholder Engagement and Relationship Building

EDUCATION AND EXPERIENCE

- Baccalaureate degree in a course of study related to the occupational field.
- 10 (ten) years of progressively responsible experience in the occupational field, sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, including five years of supervisory experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.
- Completion of required Incident Command System (ICS) courses in accordance with established NVE policy.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- May occasionally lift up to 20lbs
- Typically lifts, moves, bends, and walks and uses continuous physical activity to complete work.
- Typically uses hands, eyes, and muscle coordination to operate boats and power and hand tools.
- Typically uses balance, eyesight, and fine motor skills to coordinate and complete work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Work in a confined space (office).

Other Requirements: Required to submit to a background check and follow the NVE Tribe's drug policies.

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Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: