

Organization: Native Peoples Action, Inc.
Position: Communications Manager
Location: Alaska
Schedule: Regular Full Time
Salary: \$60,000
www.nativepeoplesaction.org
#WarriorUp



Organization Overview

Native Peoples Action (NPA), a statewide 501(c)(4) organization, gives voice to our ancestral imperative to uplift our peoples and protect our ways of life by taking a stand, working together and mobilizing action. We do this through ensuring Alaska Natives are heard in all levels of policy making, advocating for the wellness of our peoples and our ways of life, and by transforming social and governance systems.

We Take a Stand. An equitable society and governance structures will be achieved when Indigenous values and peoples are in positions of decision and policy making authority in Alaska. Systems, laws, and regulations must align with our ways of life.

We Work Together. We stand united to strengthen networks, find common ground, and advocate for the wellness of our peoples and the sustainability of our communities and ways of life.

We Mobilize Action. We aim to amplify our peoples' power and voices to engage in and transform social and political systems.

NPA has an affiliated 501(c)3 partner, Native Peoples Action Community Fund (NPACF). These two separate but sibling organizations work hand-in-hand to realize the shared vision of protecting Alaska Native ways of life. NPACF was established to facilitate an Alaska Native statewide grassroots movement advancing the transition to a just society that provides for the continuation of our Alaska Native ways of life, and the wellbeing of Alaska Native peoples. Our operating principles include:

1. Be Well: Indigenous wellbeing founded on respect and understanding;
2. Be Grounded: Indigenous education for all;
3. Be Sustained: sustainable economies of place founded on respect;
4. Be Seen: media and messaging by Indigenous artists;
5. Be Heard: amplify Indigenous voices; and
6. Be Sacred; honor and defend Indigenous spirituality.

Native Peoples Action will be the employer of record, but the position will be split between Native Peoples Action and Native Peoples Action Community Fund, collectively referred to as NPA/CF.

Job description

The Communications Manager will work closely with the Communications Director to implement the strategy for all print and digital communications, website management, social media platforms and public relations messaging to consistently articulate the work relevant to NPA/CF's missions and to engage and connect with Alaska Native communities statewide. Developing relationships and creating relevant and effective messaging for all regions of Alaska will require time, partnership with NPA/CF team members and attention to detail. In order to carry out an effective message and determine where NPA can be the most useful, we need to understand the issues facing our communities and how best to reach them.

Responsibilities

- Help develop, implement, and evaluate the annual communications plan across NPA's audiences in collaboration with the NPA team and constituents
- Help manage the development, distribution, and maintenance of all print and digital messages including, but not limited to, newsletters, brochures, postcards, e-newsletters, annual reports, NPA and NPACF's website, social media and other online sources
- Help with creative and graphic design, copy editing and production of communications content
- Track and measure the level of engagement and outreach within the network over time
- Help coordinate and host outreach events that engage communities and other audiences
- Help manage all media contacts
- Participate in collaborative communications campaigns across collective organizations

Qualifications

- Demonstrated experience living in and/or working with Alaska Native communities required
- Demonstrated cultural competency and ability to meaningfully engage Alaska Natives and Alaskans from diverse backgrounds required
- Minimum three years experience in communications or similar field required
- Excellent writing, editing, proofreading, layout and design, professional printing/publishing and public speaking skills are required
- Excellent organizational, project management and time management skills required
- Excellent interpersonal and relationship management skills with ability to build cooperation, resolve problems, and implement appropriate solutions
- Ability to maintain, edit and build out current Wordpress hosted websites required
- Strong knowledge and understanding of current trends in digital media/social media required
- Ability to work independently, be reliable to fulfill deliverables without daily direct supervision, and manage time well required
- Knowledge of Adobe Creative Cloud, Canva, MailChimp and Buffer Social Media scheduling preferred
- Commitment to uplifting the values and mission of Native Peoples Action and Native Peoples Action Community Fund and contributing to a safe and respectful work environment required
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters

The Communications Manager shall also be responsible for other duties as assigned by the Communications Director or Executive Director.

To Apply

Submit a resume, names and contact information for three references, cover letter and three communications work samples to info@nativepeoplesaction.org.

The job will remain open until filled, and any job offers are contingent upon favorable reference and criminal background checks.

Native Peoples Action is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Native Peoples Action is especially interested in candidates who have experience living in and/or working with Alaska Native communities, and Alaska Natives are strongly encouraged to apply for this position.