

Organization: Native Peoples Action, Inc.
Job Title: Communications & Indigenous Engagement Manager
Location: Remote Work (Alaska)
Schedule: Regular Full Time
Annual Salary: DOE
www.nativepeoplesaction.org



ORGANIZATIONAL OVERVIEW

Native Peoples Action (NPA) is a non-partisan organization dedicated to protecting and strengthening Alaska Native peoples and protecting our Ways of Life. We are committed to addressing and restoring our peoples' inherent rights to hunt, fish, harvest, gather, trap, share, and have ceremony as well as manage and steward our homelands for abundance. Critical to this effort is our commitment to end the criminalization of our Native ways of life. We do this work by being a statewide advocate alongside our Native peoples amplifying their work, voices, and leadership, and advancing our collective priorities as Indigenous people.

JOB DESCRIPTION

The Communications & Indigenous Engagement Manager will work closely with the Executive 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

- Develop, implement, and evaluate the annual communications plan across NPA's audiences in collaboration with the NPA team and constituents
- Manage the development, distribution, and maintenance of all print and digital messages including, but not limited to, newsletters, press releases, brochures, postcards, e-newsletters, annual reports, NPA and NPACF's website, social media and other online sources
- Facilitate brand development, 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
- Coordinate and host outreach events that engage communities and other audiences
- 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 & Indigenous Engagement Manager shall also be responsible for other duties as assigned by the Executive Director. Minimal travel is required (less than 25% of the time). Travel is done via large and small (less than 16 passenger) aircraft.

TO APPLY

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

The job will remain open until filled. 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.