

# Job Description

## **COMMUNICATIONS SPECIALIST**

Owens Valley Indian Water Commission  
46 TuSu Lane, Bishop, CA 93514  
760-873-3300 760-873-3320 FAX

Supervised by: Executive Director

Salary: \$22 - \$25/hour, DOQ

Hours: 30 to 40 hours/week, non-exempt

### **ORGANIZATION SUMMARY:**

The Owens Valley Indian Water Commission (Commission), a non-profit organization comprised of Owens Valley Indian Tribes, was established in 1991 as the planning and coordinating body for Indian water rights for its member Tribes to assist them with securing water rights and acquiring additional land; and to provide agricultural, environmental protection, and water related services to Tribes in the Owens Valley. The Commission works hand-in-hand with Tribes to protect human health, wildlife, and the environment. The Nüümü (Indigenous People) deal with serious threats in Payahuunadü (Land of the flowing water aka Owens Valley) associated with water exportation, resource exploitation, dust pollution, lack of protection of and access to traditional plants and animals for medicinal and subsistence uses, insufficient land bases, and lack of off-reservation environmental and water management authority.

### **POSITION SUMMARY:**

Communications Specialist shall be responsible for building and maintaining a positive public image for the Commission and its member Tribes. Communications Specialist will utilize a variety of platforms to develop strategies that influence public opinion and promote the goals of the Commission with respect to Tribal water rights, land acquisition, land stewardship, and sustainable natural resource management; develop partnerships, promote environmental justice, and assist with coordinating activities related to water and land goals of the Commission and its member Tribes.

### **RESPONSIBILITIES:**

- Establish and maintain relationships between the Commission and Tribal governments, community members, federal, state, and local governmental institutions, foundations, interest groups with compatible goals and objectives, and the general public.
- Acquire a broad and deep understanding of the Commission and its history, the Tribes it serves, and regional issues as they relate to the Commission's goals. Reach out to and learn from others with related expertise.
- Prepare factually correct and impactful media communications for a variety of platforms including newsprint, social media, radio, television, etc.
- Thoughtfully/accurately respond to requests for information.
- Build a social media presence and engage influencers and a broad range of stakeholders in deliberate organized efforts to accelerate progress on some of the most important water and land needs.
- Devise means and track the effectiveness of various outreach methods.

- Organize and participate in forums that disseminate information and promote the deliberative process needed for responsible decision making.
- Assist the Commission with documenting and following up on important actions and decisions.
- Prepare necessary presentation materials for meetings and events.
- Conduct interviews with key stakeholders.
- Broaden access to critical data and decision support tools that influence water and land management practices which are sustainable for future generations.
- Monitor current events and legislation on relevant water/land policies and provide team with regular updates.
- Research and review the latest literature on topics related to design and application of information and decision support systems for land and water management, including the development of water budgets, trading programs, conservation programs, and other related efforts.
- Synthesize and disseminate factually correct information for partners and leadership.
- Identify new opportunities for collaboration.
- Research and potentially test other water and land information and decision platforms and look for opportunities to leverage other parallel efforts to help meet goals of the Commission and its member Tribes.
- Provide administrative support as needed.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in communication, administration, journalism, public relations, marketing, environmental science or related field and one year of experience in similar position; or a combination of education and three years' experience performing duties comparable to the duties of the position.
- Must demonstrate excellent organizational and written and oral communication skills.
- Must demonstrate high competence with all Microsoft Office programs (including Word, Excel, Publisher, PowerPoint, Access, etc.), Adobe and other design software, and a variety of social media platforms.
- Must be able occasionally to travel out of town and work evenings and weekends.
- Must have neat clean appearance.
- Valid California Driver's License and be insurable under the Commission's insurance.
- Comply with the Drug-Free Workplace policy.

**DESIRED SKILLS AND ABILITIES:**

- Excellent interpersonal skills and ability to interface well with people from various backgrounds and to represent the Commission in a highly professional manner.
- Ability to work cooperatively with Tribal governments and staff as well as other governmental entities, interest groups, and stakeholders including people from diverse cultures, ethnic and socio-economic backgrounds.
- Ability to work on long- and short-range strategy plans as well as day-to-day tasks.
- Ability to prepare reports, review complex documents, and analyze data.
- Ability to create high-quality original written and visual content for social media.
- Ability to update and maintain web and social media content.
- Understand graphic design principles.
- Experience in developing and implementing public relations campaigns.
- Ability to multitask and work well with others as well as with minimal supervision.

- Knowledge of American Indian history and federal Indian policy.
- Knowledge of federal environmental and related laws.
- Knowledge of land conservation, easements, and stewardship.
- Ability to practice cultural sensitivity.

**WORK LOCATIONS:**

The Communications Specialist will perform much of his/her duties at the Commission office in Bishop, CA with travel throughout the Owens Valley on a regular basis and to other locations as needed. Attendance at evening meetings will be required as well as occasional work on weekends.

**BENEFITS:**

- Health Insurance
- Life Insurance
- Retirement Plan
- Paid Holidays
- Annual Leave
- Sick Leave

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Native American Indian Preference shall apply in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) and pursuant to the Bishop Tribal Employment Rights Ordinance, the Big Pine Tribal Employment Rights Ordinance, and the Indian Self-Determination and Education Assistance Act.

If you are claiming preference, please attach a copy of documentation to completed employment application.

**DEADLINE TO APPLY:**

Open until filled.