



Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Community Relations Manager	DEPARTMENT:	Radio
REPORTS TO:	Programming Director	STATUS:	Part Time
LOCATION:	Daybreak Star Center	GRADE:	\$25 per hour

The Community Relations Manager develops strategy and programs designed to represent Daybreak Star Radio favorably, and make positive contributions to the community. The role is to nurture relationships between Daybreak Star Radio and its employees and Radio Show Hosts, external organizations, the media, and their local and virtual community. This role supports marketing initiatives and acts as a representative of the company at corporate or public events. The role of Community Relations Manager is to develop and maintain a positive relationship with everyone both inside and outside their radio station and to grow the listenership of the station.

Our ideal team member will have excellent organizational, communication, and writing skills, but also the ability to foster positive relationships with both individuals and organizations. You will be an ambassador for the organization, often speaking internally and publicly – delivering the station's vision within the local and extended Native communities.

Objectives of this Role

- Work with Station Manager, Producer, and Programming Director to develop a strategy to build and maintain programming and activities that will have a positive impact on the Native community and Native artists
- Build and maintain relationships with members of the community – both Native and non-Native, key individuals, and other organizations
- Serve as a key point of contact for Tribal Governments, neighboring businesses, Native institutions and corporations, and Native communities
- Be the principal ambassador for the organization, with responsibilities for delivering the station's vision within the Native community
- Act as a mentor to Native youth interns and community relations staff to assist their professional development and ensure they are aligned with strategic plans

Daily and Monthly Responsibilities

- Organize community outreach programs and coordinate special events that promote products, services, or values of the station
- Draft and distribute various communications that promote the station, as well as individuals, Radio Hosts, or groups within the station
- Work with Radio producer and social media lead to grow Daybreak Star Radio social media presence
- Attend relevant events and activities to represent the station in a professional manner and build strong relationships with key Native community members
- Respond to inquiries from community members and other interested parties – when needed, recruit a knowledgeable spokesperson or information source to assist as needed
- Build cross-functional relationships within United Indians, Native organizations and artists, and promote Native causes and artists

- Plan, coordinate, and execute public press conferences, working with third party PR agencies when necessary
- Assist in managing social media content plans and virtual groups to enhance the online profile of the station
- Develop a strategy to build and maintain programming and activities that will have a positive impact on the Native community and Native artists
- Maintains a website personality page (on DSR) and maintains professionalism on social media in accordance with United Indians Social Media Policies
- Participates in required station Programming, Promotions, and Sales staff meetings and events as required
- Makes regular approved appearances at station and other approved events; serves as ambassador for the radio station(s) when out in public
- Adheres to all guidelines, policies and procedures of the station, United Indians of All Tribes Foundation, the FCC and all other federal, state and local laws, including policies and procedures regarding indecency and obscenity
- Other duties as assigned

Skills and Qualifications

- At least two years of work experience in public relations or a related field
- Excellent verbal and written communication skills
- Great interpersonal skills and ability to work well as part of a team
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, compassion, and professionalism
- Skilled with Office 365 (Outlook, SharePoint, Word, Excel, etc)
- Knowledgeable about social media platforms and advertising
- Excellent scheduling and time management skills
- Able to develop and manage workplans, calendar, track and meet deadlines, and work in a team environment and on own
- Familiarity with Native communities and history
- Reliable transportation and Driver's License
- Completed up to date COVID vaccination or acceptable exemption

Preferred Qualifications

- Bachelor's degree in public relations, communications, AIS, fundraising, journalism, or similar
- Courses in advertising, business administration, public affairs, public speaking, and creative writing can also be helpful

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

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 duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics 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. The noise level in the work environment is usually moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

OPENING DATE: 9/30/2022

CLOSING DATE: Until Filled

*United Indians of All Tribes
Foundation is an Equal Opportunity
Employer*

APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .

Please contact HR for questions : #206-475-1353,
msalanga@unitedindians.org