



EMPLOYMENT OPPORTUNITIES

Job Title: Communication & Public Affairs Director

Closing Date: 06/25/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-243-2

Job Type: Full-Time Regular

Department: Communications & Public Affairs Office

City: Sacaton, AZ

Location: 525 W Gu U Ki

Area of Interest: Community Communication & Public Affairs

Salary/ Hourly Rate: \$91,095.00-\$115,095.00/Salary

Tribal Driving Permit Required: Yes

(This position is considered "full-time regular status", the incumbent's employment with the Community is "At-Will" and termination of employment is not subject to the Disciplinary Grievance Procedure).

DISTINGUISHING FEATURES OF THE CLASS:

The Communication & Public Affairs Director performs managerial work in directing the activities of professional and technical staff engaged in Community-wide public information, internal and external communications, community relations, customer service, marketing, cable administration/ telecommunications, web page development, and video production; provides professional and sensitive assistance to the Executive Office, Community Council and Community Managers regarding dissemination of public information, issues management, media relations and community relations; works collaboratively with lawyer/lobbyists in providing professional and sensitive assistance to the Executive Office and Community Council on intergovernmental strategy development on matters related to local and national legislative issues; and further develops and shapes a comprehensive image of the Gila River Indian Community, working closely with all of the Community's department and divisions.

ESSENTIAL FUNCTIONS:

- Manage, direct and coordinate activities of the Communication and Public Affairs Department; prepare and administer department budget.
- Serve as Community's spokesperson in highly sensitive, complex or emergency situations; develop and maintain strong working relationships with members of the media; act as Community liaison with Community Enterprises and other agencies on community relations projects and events.
- Develop comprehensive plans, strategies and approaches for use in marketing Community's image to citizens, businesses, industry and media locally, regionally and nationally; conduct special projects and studies requested by the Executive Office.
- Coordinate community-wide public information program activities by working closely with other Community departments (i.e., Police, Fire, Community Services) and their public information staff.

- Provide public relations counsel to Governor, Lt. Governor, Community Council, Community Manager, senior management staff and Community departments in matters related to Community programs and issues; develop issues management strategies for the Executive Office, Community Council, and senior management staff. Provide media relations and on-camera training to the Governor, Lt. Governor and Community Council, senior management staff and other key Community spokespersons.
- Assist in strategic development of political campaigns to promote local, regional, and national political goals/agendas of GRIC; work with Governor, Lt. Governor, Community Council, attorneys, lobbyists, and consultants on campaign development and management; approve public relations campaign expenditures.
- Serve as Intergovernmental Liaison for GRIC; assist Governor, Lt. Governor, Community Council, attorneys, lobbyists, and/or Division Managers with government-to-government issues; provide recommendations on intergovernmental strategies to promote local, regional, and national political goals of GRIC; and coordinate strategic government-to-government meetings for GRIC leadership.
- Work closely with outside community groups and organizations in coordinating public information, marketing and promotional activities; coordinate citizen complaints with appropriate departments or initiates investigations to determine correct responses for corrective actions to include working collaboratively with lawyer/lobbyists in providing assistance to the Executive Office and Community Council on intergovernmental strategy development related to local and national legislative issues.
- Recommend and advocate action to enhance opportunities for the Community to remain a leader in the information field through multimedia avenues (i.e., internet, video production and satellite conferencing).
- Consult with management and recommend action to improve organizational communication and in formulating policies to strengthen community relations to include communicating and coordinating regularly with appropriate Community staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the economic, educational, and social problems of the Pima- Maricopa culture and Native Americans.
- Working knowledge of computer operations and software: Microsoft Word, Excel and PowerPoint at an advanced level.
- Knowledge of public relations, advertising, and marketing in a Tribal Government environment.
- Knowledge of principles and practices of management, including budgeting, program development, and employee supervision, training and evaluations.
- Knowledge of the principles, procedures and practices used in mass communications and public relations.
- Knowledgeable in the process of print production, manual design, and manual layout.
- Must be a person with high integrity, honesty and display professional decorum.
- Must demonstrate excellent written and verbal communication skills.
- Skill and ability in identifying, analyzing and solving unprecedented problems using a high degree of independent judgment and personal initiative while maintaining a professional demeanor during stressful situations.
- Ability to handle multiple projects and meet critical deadlines.
- Ability to establish and implement goals and objectives, plans, organize, direct, supervise and coordinate the work of subordinates.
- Ability to operate office equipment (i.e., digital cameras, printers, scanners, tablets, etc.) and possess strong HTML and print skills including typography with proficiency in adobe/ macromedia products (i.e., Photoshop, Illustrator, InDesign, FreeHand, etc.);
- Ability to research, assemble and organize data.
- Ability to prepare accurate and thorough reports and program performance measures.
- Ability to communicate effectively, clearly and concisely, both orally and in writing, complex ideas or technical information to a variety of people.

- Ability to inter-face with or create inter-face between groups or organizations with differing views or expectations.
- Ability to give concise and effective reports and presentations to elected officials and the general public.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor degree from an accredited college or university in Communications, Journalism, Public Relations, Public Administration or a closely related field and a minimum of five (5) years of progressively responsible experience in public relations or communication (preferably in a Tribal government organization) including a minimum of three (3) years supervisory management experience in public relations.

ADDITIONAL REQUIREMENTS:

- Must present a portfolio of accomplished work.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**
- Required to pass a background check.

Supervisory, Salaried Position
Reports to Governor or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

- Preference for Community Members (with proof of enrollment)
- Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
- Preference point for Spouse of Community Member (with proof of spouse enrollment)
- Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org