

# FIRST NATIONS

DEVELOPMENT INSTITUTE

## COMMUNICATIONS ASSOCIATE – JOB DESCRIPTION

<b>Position Title:</b>	<b>Communications Associate</b>
<b>Reports To:</b>	<b>Director of Communications</b>
<b>Job Level:</b>	<b>Exempt</b>
<b>Location:</b>	<b>Longmont, CO, Office or Albuquerque, NM, Office</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Date Reviewed:</b>	<b>May 2024</b>

### FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

### POSITION SUMMARY

The **Communications Associate** plays an integral role in supporting the communications team in meeting the strategic goals of the department and the overall organization. This includes amplifying First Nations' role as a leader and advocate for Native communities, raising awareness about the organization and our community partners, elevating First Nations' brand, and managing and maintaining First Nations' internal resources for effective communications. The **Communication Associate's** primary responsibilities include:

- Providing graphic, editorial, and administrative support to the communications team;
- Supporting the communications team in meeting goals outlined in First Nations' 5-year strategic plan
- Creating and implementing social media posts in accordance with First Nations' social media plan
- Creating and maintaining file libraries of graphics, images, and content
- Conceptualizing and designing graphics and images as assigned in support of First Nations' mission
- Writing, editing, and proofreading content, including social media posts, newsletter blurbs, website copy, and publications
- Recording and maintaining dates and tasks in an AirTable project management system to improve efficiencies and better meet communications deliverables for the organization

### ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

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This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

### MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at [sklein@firstnations.org](mailto:sklein@firstnations.org).

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With direction from the Director of Communications, the Communications Associate coordinates and supports First Nations' communications team including:

- Assisting in the scheduling and tracking of communications requests, deadlines, and deliverables using the AirTable project management system;
- Providing immediate, partial-time communications support specifically for the Community Navigator Project;
- Creating and scheduling social media graphics and posts using social media programming software and in line with First Nations' overall social media plan;
- Writing, editing, and proofing content as assigned for use in First Nations' publications, email marketing, and press releases;
- Maintaining administrative files of documents and images for improved recall and sharing;
- Maintaining editorial calendars of content publications;
- Accompanying program officers on site visits to acquire content and images of community partners as assigned;
- Maintaining calendars of media inquiries and external publications; and
- Providing graphic and editorial assistance as needed.

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### JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Director of Communications, the Communications Associate is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
  - Developing an annual individual training and professional development plan and related timeline; and
  - Setting specific and measurable performance goals annually.
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### WORKPLACE CULTURE

The **Communications Associate** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- Serving First Nations' community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

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### EDUCATION AND EXPERIENCE

#### *Minimum Requirements*

- Bachelor's Degree in marketing, communications, English, or graphic design
- Strong computer skills, including MS Outlook and Office applications (Excel, PowerPoint and Word)

#### *Preferred Requirements*

- 1+-year of relevant experience in writing, graphic design, marketing, or communications
- WordPress software experience
- Adobe and Microsoft software experience
- Experience with, and knowledge of, nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)

### KNOWLEDGE AND SKILL REQUIREMENTS

- Comfortable learning new software and databases
- Excellent customer service and interpersonal skills
- Strong written, verbal, and listening communication skills
- Positive attitude and effective in working with people at all levels of experience/proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Strong analytical and problem-solving skills

### MEASURES OF SUCCESS

1. Supports achievement of the goals of the communications department's strategic plan
2. Upholds the communications department's role as a supportive asset to First Nations' program teams

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3. Maintains complete and accurate files and records of communications department timelines and deliverables
4. Provides excellent client service to First Nations' teams toward an overall goal of best serving Native communities
5. Complies with all First Nations' standards, policies, and procedures
6. Demonstrates teamwork and collaboration with all colleagues

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Stand and walk for periods of time up to one hour during an 8-10 hour day
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion
- Availability to travel occasionally
- Hybrid work schedule possible after first 30 days of employment (two days in office, two days at home)

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

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### EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

Employee perks include:

- Flexible, hybrid work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

**The salary range for this position is \$45,000 to \$61,000 annually.**

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## TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).  
You will be asked to upload your cover letter, resume, and three references in the job application.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

**First Nations Development Institute is an Equal Opportunity Employer.**