



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Media and Communications Specialist	<b>Department:</b> Language
<b>Opening date:</b> 02/03/25	<b>Closing date:</b> 02/17/25
<b># of vacancies:</b> 1	<b>Location:</b> Anadarko, Oklahoma

## **POSITION DETAILS:**

<b>Status:</b> Full-time	<b>Reports to:</b> Language Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$16.00 per hour - \$20.00 per hour
<b>Division:</b> Kiowa Education Agency	

## **JOB SUMMARY:**

The Media and Communications Specialist will play a vital role in the Kiowa Language Department by supporting the integration, maintenance, and creative use of multimedia resources to advance language revitalization efforts. This position emphasizes videography, social media management, editing, outreach, and communication with the Kiowa language community, including elders and teacher candidates. The ideal candidate will bring creativity, adaptability, and a passion for language preservation while balancing the demands of the Teacher Training Program with the department's overarching goals. A collaborative and communicative individual is essential to foster effective teamwork and build relationships with internal and external stakeholder.

## **RESPONSIBILITIES:**

### **Center Creation and Management:**

- Edit and produce high-quality audio and video materials to support language preservation, learning, and documentation.
- Create and distribute physical and digital resources such as USB drives, CD's, and manage the department's YouTube channel and social media accounts to increase accessibility to language materials.
- Develop innovative and creative approaches to documenting language and cultural events for educational preservation purposes.
- Maintain an organized inventory and log system for multimedia tools, resources, and equipment.

### **Social Media and Public Engagement**

- Manage and grow the department's social media presence, engaging with the community, and responding professionally to inquiries.
- Stay informed on current social media trends to enhance public engagement with language revitalization efforts.

### **Community Communication and Collaboration**

- Build and maintain strong relationships with elders, teacher candidates, and other members of the language community to support program goals.
- Act as a point of contact for inquiries from community, fostering trust and inclusivity.
- Collaborate with department staff, community members, and external stakeholders to meet the evolving needs of the language program.

### **Technical Support and Event Coordination**

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Set up and manage equipment for filming and documenting events.
- Travel to events to provide on-site support and documenting events.
- Perform routine maintenance and troubleshooting of multimedia equipment, consulting with experts when necessary.
- Balance the technical and communicative needs of the Training Program with the overall goals of the Kiowa Language Department.

### **Innovation and Professional Development**

- Stay current on emerging trends in multimedia tools, app development, and endangered language learning technologies.
- Attend events, workshops, and training to further enhance skills in media, communication, and language preservation.
- Think creatively and develop forward-thinking strategies tradition and modern technology in language revitalization.

**QUALIFICATIONS:** Proficiency in videography, editing software, and multimedia content creation. Strong social media management skills with knowledge of engagement trends and analytics. Exceptional organizational skills, attention to detail, and ability to manage multiple projects under tight deadlines. Passion for language preservation and commitment to supporting the Teacher Training Program.

### **Preferred Qualifications**

- Experience in multimedia production, social media management, or related field.
- Familiarity with endangered language learning tools and programs.
- Bachelor's degree or equivalent experience in media, communication, or related discipline is preferred but not required.

**REQUIREMENTS:** Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance. Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing. Must possess computer skills applicable to this position.

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