



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Archivist/Public Relations Director
DEPARTMENT: Archives & Records Administration
EMPLOYER: Eastern Shoshone Tribe
SALARY: Negotiable - depending on experience

OPENING DATE: February 16, 2018

CLOSING DATE: March 16, 2018

GENERAL STATEMENT:

For Archivist: Appraise, edit, and direct safekeeping of permanent records and historically valuable documents such as books, papers, maps, plans, photographs, prints, films, sound recordings, manuscripts, computer-generated records, researchers, academics, other professional staff and the general public.

For Public Relations: With the collaboration of the Eastern Shoshone Business Council will oversee public relation activities and ensure effective communication regarding reactive proactive, and interactive material released to external stakeholders, media and the general public for Eastern Shoshone Tribe.

QUALIFICATIONS:

Bachelor's Degree in Liberal Arts or Business Administration or Journalist or in a related field from an accredited university/college or five (5) years' experience in public affairs and record management. Business or legal background a plus.

DUTIES AND RESPONSIBILITIES:

Archivist Duties and Responsibilities:

- Develop procedures for archival research, retention and destruction of records;
- Evaluate records for preservation and retention.
- Compiles statistical data reports on documents and objects;
- Create and maintain computer archives and databases;
- Catalogue collections and manage information and records;
- Set and administer policy guidelines concerning public access to materials;
- Respond to inquiries from members of the public and other users;
- Advise users on how best to access, use and interpret archives;
- Organize training sessions on archival procedures;
- Identify ways of protecting and preserving collections;
- Advise on the ongoing organization and storage of records.
- Search for program funding
- Prepare and monitor program budget including searching for grants.

- Manage and supervise staff who help arrange, exhibit, and maintain records.

Public Relations Duties and Responsibilities:

- Monitor state and local government activities and provide timely information on public policy issues to the Shoshone Business Council as needed.
- Track potential and pending state and federal legislation that impact the Tribe and prepares updates and reports to the council and member as needed.
- Provide internal and external direction and assistance in ensuring successful public relations campaigns that further the tribes' interests and reputation.
- Coordinates all tribal news releases including writing, editing, approval and distribution.
- Serves as initial point of contact for all material released to the media related to the Shoshone Tribe and its employees, businesses and policies.
- Develop and maintain strong networks with tribal leadership, enterprise managers, departmental managers and other entities within the Shoshone Tribe in order to effectively manage media and related stakeholder issues.
- Attend key tribal meetings, community gatherings, and employee meetings as requested by the Shoshone Business Council to present PowerPoint presentations for the Shoshone Business Council.
- Manage and monitor media placements to ensure appropriate coordination of multiple news requests.
- Conduct special projects that are requested by the Shoshone Business Council.
- Projects a professional attitude and appearance.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications. **Tribal member/Indian preference applies.**

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.