



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Talking Raven Editor

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Driver's License
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts (if required)
9. Credentials (if required)
10. 3 Writing Sample(s) (required)

NOTE: *Incomplete applications will not be considered.*

THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: olympicpeninsula.org
nps.gov/olym/index.htm

THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: forkswa.com
en.wikipedia.org/wiki/La_Push,_Washington
visitportangeles.com
sequimwa.gov
[en.wikipedia.org/wiki/The_Twilight_Saga_\(film_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manager who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: quileutenation.org
facebook.com/quileutetribe

THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: olympicpeninsula.org/stories/weather/

Position: **TALKING RAVEN EDITOR**
Supervisor: General Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (hourly wage)

POSITION SUMMARY:

The successful candidate will write, edit, design, and distribute the monthly Quileute Tribal government newsletter, Bayak The Talking Raven. This includes interviewing subjects; gathering department, program, and community news; updating mailing lists; updating the Newsletter section on the Quileute Nation website; and managing the Quileute Tribe Social Media account(s). The Talking Raven program has plenty of opportunity for growth. The best candidate for this position will need little or no supervision and is willing to expand the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Attend events, activities, and meetings
- Conduct interviews
- Write and edit articles, announcements, etc.
- Record and photograph events, subjects, etc.
- Collect stories, columns, announcements, and photos
- Work some evenings and weekends
- Meet deadlines and prioritize news stories
- Print, fold, and distribute newsletter
- Manage email and mailing lists
- Develop and manage program budget
- Manage the social media pages (Instagram, Facebook)
- Assist other departments/enterprises with editorial/photography services as requested
- Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Experience working in a Tribal setting desired
- Experience with Microsoft Office software
- Experience with photography
- Experience with layout and photo editing software

WORK ENVIRONMENT:

- Office setting, outdoors to include the ocean, beaches, forest, rivers and local communities
- Work hours may vary due to time of year or events being covered

PHYSICAL DEMANDS:

- Must be able to stand for long periods of time

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

- At minimum, must have an associate degree in a related field and one year of experience working in a newspaper setting; bachelor's degree in a related field is preferred
- In lieu of degree: a minimum of 3 years' experience in journalism or editing at a professional level in journalism, writing.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: When applying for this position, applicant must submit at least three writing samples with their application packet; prefer to see articles Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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