



**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/](http://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](mailto: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.*

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

### **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 minimal 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 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:**

- High School Diploma or GED is required
- Some college is required, but associate degree is preferred
- Experience in a tribal setting is required
- Some experience in journalism or communications is required, but one year+ experience is preferred

### **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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