



## TAOS PUEBLO JOB DESCRIPTION

**JOB TITLE:** Outreach and Communications Manager  
**PAY GRADE:** E7  
**FLSA STATUS:** Exempt  
**DEPARTMENT:** Community Development  
**REPORTS TO:** Community Development Director

### GENERAL PURPOSE:

Supports the Community Development Department's mission to advance First Nation sovereignty, social justice, economic opportunity and sustainable development for the Taos Pueblo community. Leads community outreach efforts, communication strategies and educational initiatives to strengthen engagement, advocacy and relationships within Taos Pueblo.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### ESSENTIAL FUNCTIONS:

Develops and implements community outreach and engagement plans.

Conducts home visits to share information on tribal programs and gather community feedback.

Plans, budgets, supports, coordinates and facilitates community and fundraising events.

Facilitates and oversees the Tribal Events Committee with participants across tribal entities and participates in regular meetings with established and ad-hoc tribal working groups, non-tribal community groups and other consortia.

Builds relationships with tribal and non-tribal community members and partners, funding agencies, media groups, professional societies and other stakeholders to promote and advocate for Taos Pueblo Community Development programs.

Engages in ongoing relationship building within and across tribal entities and between community members and tribal entities.



Prepares and distributes newsletters, public service announcements and educational resources for community members and tribal stakeholders.

Recruits, trains, and supervises volunteers for outreach events.

Tracks and analyzes data on outreach activities and community needs.

Identifies and pursues opportunities to enhance program funding through grants, fundraising and charitable contributions.

Supports grant management activities, to include participating in grant writing, data collection and documenting and presenting information to funding agencies on program activities and outcomes.

Assists in creating professional publications and presentations showcasing the department's work.

Performs other duties as assigned.

**SUPERVISION EXERCISED:**

Supervises various related programs in the Community Outreach branch.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and two (2) years of job-related experience. Master's degree in Communication, Education, Social Work or related field preferred. Tiwa speaking preferred. Valid New Mexico Driver's License with the ability to meet Taos Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical examination and background check, with NO prior convictions of any felonies.

*Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.*

**KNOWLEDGE, SKILL AND ABILITY:**

- Knowledge of the entities and systems related to Taos Pueblo.



- Skill in making effective decisions pertaining to community development and relationship building.
- Knowledge of effective communication and outreach principles, practices and techniques.
- Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations.
- Ability to create effective outreach and educational materials relevant to program goals.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Skill in operating various word processing, spreadsheets and database software programs in a Windows environment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds.
- Ability to represent the organization in a professional manner, building respect and confidence in the community.
- Ability to listen to others with compassion and empathy.
- Ability to communicate effectively both verbally and in writing.
- Ability to make sound decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations in response to questions.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work effectively with other agencies and organizations.
- Ability to conduct all duties from an evidence-driven, trauma-informed, tribal sovereignty oriented model of engagement.
- Ability to work extended hours and various work schedules to accommodate evening and weekend events.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

#### **WORK ENVIRONMENT:**

Work is performed in the community, with visits to private homes, school locations, and other relevant sites, with some time spent in an office or meeting setting. These locations may have



moderate noise level and include exposure to outdoor natural weather conditions where various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required to accommodate community events.

**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date