



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0042
HEALTH & HUMAN SERVICES
PUBLIC HEALTH
MEDIA SPECIALIST**

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| Position Title: | Public Health Media Specialist | Pay Level: | \$35,418.00 - \$53,126.00 |
| Position Open Date: | 07/7/2023 – Until Filled | Department: | Public Health |
| Position Status: | Full-Time | Classification: | Non-Exempt |
| Supervisor: | Comm. Health Program Mgr. | Location: | Health & Human Services |

POSITION SUMMARY:

Responsible for supporting and coordinating primary and secondary colorectal health interventions for Hemish adults aged 45-75; strengthening colorectal cancer screening uptake in the Jemez community by educating community members in individual, interpersonal, and community settings; supporting data collection and surveillance for colorectal health promotion activities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Equivalent to an associate's degree in graphic design, communications, or a closely related field; AND two (2) years of experience in support of public information or government affairs program activities.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Develops print media for Public Health program activities
- Increase the visibility of grant and program activities
- Implements a strategic outreach plan
- Devises, edits, and delivers verbal, written, and electronic communications
- Creates infographics, fact sheets, report templates, and related documents
- Produces videos that promote and inform the community of Public Health initiatives and mission
- Facilitates, organizes, plans, and assists with outreach events, conferences, seminars, summits, or other promotional opportunities
- Ensures communication of Public Health Program mission of promoting health by delivering evidence-based information to community groups
- Enhances program impact by developing and maintaining media outlets such as intranet, social media, website, community newsletter, etc.
- Assists with the translation of scientific knowledge into effective prevention programs, policies, and practices using messaging strategies that are informed by health behavior theory and public health principles.
- Collaborates with the JHHS and POJ tribal programs to deliver high-quality media products
- Consults with in-house clients to determine client requirements for the creation of brochures, posters, reports, publications, illustrations, etc.
- Plans and develops written and visual materials to meet the client's defined needs using conventional methods, including manual and computer-aided desktop publishing and graphic development techniques
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Principles and methods of developing effective informational and educational materials
- Various digital content creation platforms like Adobe Creative Cloud, Canva, and Wix
- Evidence-based interventions that address the needs of the community
- Project coordination techniques
- Principles and practices of social media and social marketing communication
- Functions, activities, and goals of a public health program
- Social determinants of health and health equity principles preferred
- Computer applications, including graphics and desktop publishing, related to the work
- Standard office practices and procedures, including filing, project tracking, the operation of standard office equipment, and record management principles and practices
- Correct business English, including spelling, grammar, and punctuation
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- Coordinating multiple projects and responses
- Developing and maintaining effective community relations
- Developing, preparing, and editing effective written informational and educational materials

- Development, deployment, and administration of social media materials and initiatives
- Using initiative and independent judgment within general policy guidelines
- Adhering to privacy regulations and guidelines
- Maintaining and directing the maintenance of accurate records and files
- Making effective oral presentations to large and small groups
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Preparing clear and concise reports, correspondence and other written materials

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org