



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-059
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
PUBLIC HEALTH MEDIA SPECIALIST

Position Title:	Public Health Media Specialist	Pay Level:	\$26.32-\$39.47
Position Open Date:	7/17/2026-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Public Health
Supervisor:	Health Promotion Supervisor		

POSITION SUMMARY:

The Media Specialist supports public health initiatives by developing and implementing professional marketing, communications, and public relations strategies. This role is responsible for creating high-quality digital products, materials, and content that promote awareness, understanding and community support for initiatives designed to improve the overall health of the Jemez Pueblo community.

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 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 Bachelor 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

Graduated from Highschool with relevant job experience to demonstrate proficiency in skills. Associates or bachelor's degree in communications preferred.

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 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:

- Design and produce print media to support Public Health program activities.
- Enhance the visibility of grant and program initiative through strategic outreach.
- Implement comprehensive outreach and communication plans.
- Develop, edit, and deliver verbal, written, and digital communications.
- Create infographics, fact sheets, report templates, and other supporting documents.
- Produce videos to inform and engage the community about Public Health programs and mission.
- Plan, facilitate, and support digital logistics for outreach events, conferences, seminars, summits, and other promotional activities.
- Communicate the Public Health Program mission by delivering evidence-based information to community groups.
- Expand program impact by managing media platforms including intranet, social media, websites, newsletters, and other outlets.
- Translate scientific and technical knowledge into clear, effective prevention messaging, programs, and policies informed by public health principles and health behavior theory.
- Collaborate with JHHS and Pueblo of Jemez tribal programs to produce high-quality media products.
- Partner with internal clients to define needs and create brochures, posters, reports, publications, and other materials.
- Develop written and visual content using both traditional methods and modern digital publishing and graphic design tools.
- Contribute to program improvement by coordinating work teams, reviewing workflows, and recommending enhance policies and procedures.
- Represent the Pueblo with dignity, integrity, and professionalism in all interactions with staff, community members, and the public.
- Supports and strengthens the brand identity of Jemez Public Health, ensuring all communications and media products consistently reflect the mission, values, and visual identity of the program.
- Facilitates the production process of communications and marketing materials, from design to final product, including coordination with vendors (e.g., Staples and other print services) to ensure professional quality and timely delivery.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and methods for developing effective informational and educational materials.
- Evidence-based and data-driven approaches to health content creation and promotion.
- Project coordination and communication strategies.
- Social media best practices and engagement methods.
- Functions, goals, and practices of public health programs.
- Basic principles of social marketing.
- Graphic design and desktop publishing applications.
- Standard office procedures, project tracking, records management, and equipment.
- Technical writing, Business English including grammar, spelling, and punctuation.
- Techniques for engaging individuals from diverse socio-economic, cultural, and ethnic backgrounds.
- Operation and maintenance of digital and technical equipment (e.g., cameras, lighting, audio/visual equipment, and other media production tools).
- Graphic design, desktop publishing, and branding applications.

Skill in:

- Managing and coordinating multiple projects with competing deadlines.
- Building and maintaining strong community relationships.
- Writing, editing, and designing effective informational and educational materials.
- Developing launching, and managing social media initiatives.
- Exercising initiative and sound judgment within policy guidelines.
- Safeguarding confidential and sensitive information in compliance with privacy regulations.
- Maintaining accurate and organized records and files.
- Delivering clear, engaging oral presentations to both small and large groups.
- Working collaboratively to achieve team and organizational goals.
- Preparing accurate, concise reports and correspondence.
- Demonstrating excellent written and verbal communication skills.
- Applying strong time management skills to balance priorities and drive projects.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024