

**GREAT LAKES INTER-TRIBAL COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b>	Communications/Graphic Design Specialist – Program Asst.	<b>Department:</b>	Economic Development SBTAP
<b>Location:</b>	Central Office at Lac du Flambeau WI	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director – SBTAP	<b>Salary Grade:</b>	50
<b>Status:</b>	Full-Time/Full-Benefits	<b>Date:</b>	October 2016

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***Position Summary:***

This position will provide support to the Small Business Technical Assistance Program (SBTAP) which serves American Indian/Native American entrepreneurs and business owners and Tribal economic development initiatives statewide. The position will provide key electronic and print graphic design; website maintenance and communications support, as well as some administrative support. Primary responsibilities will include web design, maintenance and management; graphic design; content development and management; client/user data management; development of public relations and marketing pieces for program, clients and partners.

***Principal Duties and Responsibilities:***

1. Develop and implement an overall program communications plan. Review, evaluate and update annually to fit program direction, mission and goals to achieve effectiveness.
2. Assess existing communication/media capacity, technology knowledge, and applications preferences. Work closely with the Information Technology Department to assure compatibility, accessibility, capacity/capability of hardware, software and use.
3. Assist with design and maintenance of websites. Manage and maintain content and client/user data.
4. Provide all programmatic support with program communications such as conference calls, meetings, written briefs, reports, professional grade presentations, graphic design, publications, public relations and marketing pieces, events, distance learning venues (webinars, ITV, smart board, etc.), newsletters, and website features.
5. Collaborate with Program Director and all stakeholders to brand activities and capture and report successes, information, demographics, etc.
6. Create written materials including brochures, letters, flyers, memos, educational materials, marketing pieces and posters related to the program.
7. Assist with cataloging resource library materials.
8. Assist with client referral feeder system. Does data entry and performs limited intake and referrals to Program Director.

9. Perform administrative support functions including but not limited to filing, copying, answering telephone calls, ordering supplies, preparing financial documents (vouchers, invoices) and other functions necessary to administer the program successfully.

***Additional Duties and Responsibilities:***

1. Occasional travel as needed to support the program and directed by the Program Director.
2. Assures that all services are delivered in a culturally competent manner.
3. Engages in activities to maintain/upgrade technical and professional skills. Attends technical conferences, seminars, workshops and other educational events to remain current on advances.
4. Attends all mandatory GLITC training sessions and meetings as scheduled.
5. Conducts training and/or workshops, educational sessions on topic areas related to this field, as directed by the Program Director.
6. Contributes to programmatic grant writing efforts.
7. Performs other duties as necessary to fulfill the responsibilities of this position.

***Working Relationships and Scope:***

Reports directly to the Director of the Small Business Technical Assistance Program (SBTAP). Frequent contact with Wisconsin Tribes and tribal members. Frequent contact with employees within department and throughout organization (as needed basis) for the purpose of gathering and sharing relevant information. Regular contact with clients, customers, vendors/contractors, suppliers, consultants, partners.

***Performance Dimensions:***

Supports mission of Great Lakes Inter-Tribal Council, Inc. Demonstrate a basic understanding of tribal customs, traditions, values, and beliefs. Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and development of good working relationships with others internal and external to the organization; honesty and integrity in the execution of all activities; customer satisfaction with services provided; maintain and comply with all GLITC policies and procedures; reliability in reporting to work regularly and on time; soundness of business decisions made; maintain the integrity of confidential business information; stay current in field and utilize that information where practical. Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

***Knowledge, Skills and Abilities:***

Bachelor's degree in graphic design, communications, or related field required from an accredited college or university. Additional education and training in internet technology systems and web

design/management preferred. Two to five years related experience and or training. An associate's degree in graphic design and 5 or more years of experience will be considered an acceptable combination of education/experience. Experience working with a Native American Tribal organization and/or not-for-profit agency desirable. Grant writing experience desirable. Able to work independently and as a member of a team. Individual must possess: artistic capacity, excellent verbal and written communication skills; strong organizational skills, professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people; speak in front of groups. Proven ability to work in complex community environments and on multiple tasks simultaneously. Must follow strict confidentiality and data protection policies. Must possess valid driver's license and/or reliable transportation with adequate insurance and ability to travel. Must have and utilize own cell phone.

***Equipment Operated:***

Utilizes a PC and computer printer for word processing, spreadsheet, e-mail and Internet/Intranet access, operate video conferencing equipment and other specific applications. Utilizes a keyboard, telephone, fax, office copier, cell phone, audiovisual equipment and other general office equipment. Utilizes electronic and distance learning technology (such as ITV, smart boards, webinars, etc.).

***Working Conditions:***

Work is performed mainly in an office environment with minimal exposure to injury. Requires regular travel for the purposes of delivering program products and services. Position requires bending and lifting up to 15-20 pounds. Regularly scheduled work hours are 8:00 AM – 4:30 PM Monday through Friday and will usually average 40-45 hours per week. There will be some variation in working hours and demand due to special projects, deadlines, and other requirements. Frequent mental and visual concentration is required for computer usage and reading/assimilating complex and technical computer information. High degree of receiving and giving out detailed information through verbal and written communication. Alternately walking and sitting throughout the workday. GLITC, Inc. exercises Native American preference in hiring practices.

***Acknowledgement:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested. All requirements are subject to change over time and to modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

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Received by Employee

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Date