



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Marketing Coordinator

Department:

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Tribal Operations Manager

GENERAL DESCRIPTION:

Responsible for branding and enhancing the public image of the Delaware Tribe of Indians through creative marketing strategies to include Korbyt/Lenape Talk, social media, tribal and community events, and website. Responsible for gift shop marketing, inventory, and sales

Qualifications:

- High school degree or GED
- Bachelors in Marketing preferred
- Proven work experience in a Marketing position; experience preferred

- Strong Communication and leadership skills – position requires ability to interact and communicate with staff, volunteers, and community (Tribal members, pantry clients and donors.)
- Ability to address, investigate and resolve complaints and concerns
- Must have strong organizational skills
- Experience with modern office equipment
- Experience with technology and software programs including, but not limited to, Adobe Illustrator, InDesign, Photoshop, Microsoft Suite
- Requires familiarity with the concepts of project management
- Requires familiarity with the concepts of budget development and compliance with Tribal budgets
- Event planning and management experience
- Requires familiarity with planning concepts and processes and the ability to write and implement marketing plans
- Ability to effectively present information to employees, management, customers and the general public
- Ability to define problems, collect information, establish facts and draw valid conclusions
- Requires a high level of personal integrity and ethics
- Willingness and ability to learn new skills
- Ability to coordinate and design and update brochures, forms, letterhead, and collateral materials

Duties and Responsibilities:

- Post and update all Tribal social media accounts
- Coordinate and assist staff and Tribal member with Korbyt/Lenape Talk app
- Manage all Delaware tribe branded event materials
- Schedule, create, organize, and attend Tribal and Community events to promote Tribal relations
- Make/create all flyers and graphic designs needed for events, social media, etc.
- Solicit artwork from Tribal members to create items to sell in gift shop
- Coordinate staff and volunteers at events
- Research, price, and evaluate all promotional items for events for all departments
- Other duties assigned by Tribal Operations Manager.
- This position requires walking, standing, sitting, and lifting boxes up to 40 pounds

INDIAN PREFERENCE POLICY:

- In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring