



## MESCALERO APACHE TRIBE Position Description

**Position Title:** Social Media Designer/Developer (Part-Time, 2 Months)  
**Department:** FDTRC/Tribal Tobacco Cessation & Prevention Program  
**Employment Status:** Non-Exempt  
**Grade:** NE  
**Opening Date:** May 8, 2017

**CLOSING DATE:** May 19, 2017

### Job Summary

Incumbent will use web-based technologies for social media and interaction, such as creating social marketing publications for the tobacco program; using social interaction through activities, such as blogging, etc.; community development and management through media publications, such as creating posters, flyers, digital story-telling, etc. Duties will involve contact with a diverse population and a varied schedule that may include some weekends, evenings, and holidays.

*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.*

### Duties and Responsibilities

- Participates in all leadership training initiatives on commercial tobacco and tribal tobacco, which the TTCPP organizes and participates with, such as other tribal tobacco training.
- Will participate in the planning of age-appropriate activities that include, but not limited to, social activities, such as arts and crafts, music, education workshops, and community presentations, such as health fairs, and develop posters, flyers, etc.
- Will establish and maintain various social media interaction, such as Facebook and other social media venues.
- Participate in the planning of a social media and social marketing plan to increase the visibility, information driven to increase the awareness of tribal tobacco and commercial tobacco.
- Completes required forms and documents in accordance with policies and grant reporting
- Performs other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED.
- 18 years or older and own computer or have access to a computer
- Having an understanding of the Mescalero Apache culture
- Have a desire to learn about commercial tobacco and traditional tobacco
- Have knowledge on graphic designing, marketing, new social media endeavors, etc.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### Knowledge, Skills and Abilities

- Ability to communicate effectively—verbally and written
- Ability to work independently and follow scheduled plans
- Creative thinking and ability to strategize is important in this field

- Have knowledge in social media tools and techniques
- Have the knowledge of good marketing and communication skills

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk. The employee occasionally is required to climb or balance; and stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Also, must be able to sit and drive for hours at a time.

**Work Environment**

Work is generally performed in an interior work environment and outside environment. Some evening, weekend, and/or holiday work will be required and extended hours and irregular shifts may be required.

How to apply: Submit application to Human Resources – Myra La Paz – 575-464-9273.  
Email: [mlapaz@mescaleroapachetribe.com](mailto:mlapaz@mescaleroapachetribe.com)

05-9-17  
OK  
[Signature]