



Position Title: SDI Media Specialist	Reports to: SDI Director
Department: Sustainable Development Institute	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code:	Last Updated: October 16, 2020
Home Campus: Keshena Campus	Posting Status: Second Posting
Grant Funded: Fully Grant Funded	Application Deadline: December 9, 2020 at 4:00 PM

Position Summary: The SDI Media Specialist is responsible for media management and the designing, creating and delivering marketing materials to enhance the expansion of the Sustainable Development Institute. While a high degree of creativity is required, specific projects will be assigned with a predetermined outcome or timeline. This position requires a high level of attention to detail. This position is grant funded.

Position Responsibilities & Duties:

- Document SDI events, workshops and student training activities that demonstrate leadership and sustainable practices.
- Create an SDI procedures manual that includes all login-ins, passwords, and "cheat sheets" for all media forms.
- Communicate with internal and external sustainability partners in person, over the phone, via email or website.
- Contribute to and support the design of the SDI computer-based resources (e.g. podcasts, virtual tours and other multimedia.)
- Work with SDI staff and students to enhance content delivery in video format.
- Work closely with CMN-Advancement Department to ensure continuity throughout CMN.
- Create videos that represent the mission of the Sustainable Development Institute and College of Menominee Nation.
- Oversee webinar design and delivery that reflect the projects and programs of the Sustainable Development Institute and College of Menominee Nation.
- Assist with sustainability projects, special projects and events as needed.
- Other duties as assigned.

Minimum 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate degree in communications, business administration, digital media or other related field.
- At least 2 years of related experience within field.
- Proficiency with Microsoft Office.
- Experience in website design, maintenance and/or programming.
- Experience ZOOM, Google Apps, blogs or similar distribution channels.
- Demonstrated excellence of written and verbal communication skills.
- Demonstrated interest in sustainability.
- Photography or video experience.

Desired Qualification:

- Bachelor's degree in communications, multi-media marketing or digital media a plus.

- Proficiency with multiple forms of media hardware and software (video recording and editing, audio recording, graphic design.)
- Knowledge of current graphic design software.
- Ability to use Adobe Creative Suite a plus

Reporting to this Position: No direct reports

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs clerical office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Computer, laptop, audio/video recording devices, cameras, plotter/printer

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: <http://www.menominee.edu/careers>

Posting closes at December 9, 2020 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**