



# Communications Specialist

**DEPARTMENT:** Marketing & Sales

**LOCATION:** Wenatchee, WA

**COMPENSATION:** \$48,000 - \$63,000 DOE

**BENEFITS:** Paid leave, medical stipend, dental, short, long, life and 401k

**SCHEDULE:** Full Time

**TRAVEL:** Periodically

Native Network seeks a dynamic Communications Specialist to support the company's marketing, sales, design, and communications efforts. The position will report to the Director of Marketing & Sales and will help execute deliverables for marketing, programs, client projects, and other outward-facing projects. This position requires a broad range of professional communication skills, including graphic design, writing, editing, content development, social media, and website management. This job is an excellent opportunity to gain and build communications and design experience in the broadband and telecom industry.

## KEY RESPONSIBILITIES

- › Work with the Director of Marketing & Sales to promote Native Network's service offerings and work in several verticals and markets through various marketing vehicles and channels
- › Work alongside management and internal teams to support client needs, business goals, and organizational strategy
- › Design and produce communication pieces for company sales and marketing efforts, customer communications and reports, internal company projects as well as for our customer's broadband & telecom endeavors
- › Assist in drafting, editing, and reviewing content for websites, reports, blogs, newsletters, proposals, social media, and press
- › Monitor and manage social media accounts (including Twitter, Facebook, Instagram, and LinkedIn)
- › Maintain and update websites, including; keeping homepage content fresh, posting blog articles, creating new landing pages and keeping plug-ins updated and functioning
- › Uphold and enforce branding guidelines
- › Collaborate with staff on new ideas, directions, and venues for marketing and communications
- › Collaborate with management and review their feedback for necessary edits and updates
- › Estimate costs of materials and timeframe for project completion

## DESIRED SKILLS & QUALIFICATIONS

- › Strong skills in Adobe Create Suite (eg. InDesign, Illustrator, Photoshop, etc.) with a firm grasp of available tools and platforms, including MailChimp, WordPress, etc
- › A strong understanding in the design of various print and digital communications
- › Has at least 2-3 years of experience in Graphic Design, Media Communications, or related area
- › Basic understanding of HTML and CSS, social media, and video
- › A willingness to work with others as well as work independently
- › Ability to multi-task, work under pressure and meet deadlines
- › Strong written, proofreading, copy-editing, and verbal communication skills
- › Excellent organizational skills and detail oriented
- › Completion of a college diploma in Graphic Arts, Graphic Design, Media Communications, or related field and/or equivalent work experience is required
- › Able to provide at least five (5) work examples

**SCREENING BEGIN DATE:** June 5, 2023

**POSTING CLOSE DATE:** Depending on Applicant Pool

**REQUIRED APPLICANT DOCUMENTS:**

Only qualified applicants should apply by submitting the following documents at <https://www.nativenetwork.com/careers> or via email to [jobs@nativenetwork.com](mailto:jobs@nativenetwork.com)

- > Resume
- > Cover letter
- > Three (3) professional references
- > Five (5) work examples

**BACKGROUND CHECK:**

Requires a background check.

**ABOUT US:**

Native Network, Inc. helps Native American Tribes connect with communications technology, so they are empowered to reduce costs, generate revenue, create jobs and ultimately diversify their economies. Native Network provides professional services and wholesale telecommunications services to enable customers with the tools to connect & realize the benefits of the 21st century digital economy.

**OUR CORE VALUES:**

As members of Native Network, Inc's organization, we shall strive to exceed our customers', employees', shareholders', and communities' expectations by conducting our business with the following values as our guide. We:

- > Are customer focused and quality driven
- > Have a sense of urgency
- > Deliver on what we promise
- > Are honest and respectful
- > Work as a team
- > Have a passion for excellence
- > Will do whatever it takes

**EEO/AA STATEMENT:**

Native Network, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.

**TO APPLY:** <https://www.nativenetwork.com/careers>