MEDIA COORDINATOR

Position Overview
The Media Coordinator is an important role at Thunder Valley CDC— they will work to ensure all visual content is organized to be amplified as well as write content for flyers, documents, social media, and more. Written content will draw from our vision and mission to support Lakota liberation. The Media Coordinator will manage our organization’s social media and internal work platforms. This role is responsible for the creative department’s digital organization. Reporting to the Creative Director and collaborating closely with our Graphic Designer, the Media Coordinator leads the way in ensuring Thunder Valley’s voice honors the organization and our mission and vision across all brand and marketing touchpoints.

Reports To
Creative Director

Compensation & Benefits
Annual Compensation: $16.40-$22.00— depending on experience
Position Type: hourly, non-exempt, averaging 40 hours/week
Position Location: Porcupine, SD
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities
- Manages the TVCDC merch, orders, and processing customer’s merch payments on and offline.
- Coordinates the TVCDC radio show updates, scripts, and database.
- Coordinates the TVCDC Google Drive. Organizing media and monitoring a media guide for staff’s use internally.
- Manages the TVCDC’s social media platforms, internal work platforms, and log in information.
• Supports all writing work that goes into the Thunder Valley CDC website. Assisting
the Creative Director and Graphic Designer in webwork surrounding outreach,
campaigns, and community engagement.
• Supports all writing work for TVCDC including internal requests, initiatives, and donor
requests.
• The Media Coordinator shall also assist in the design of promotional materials to
communicate TVCDC’s message properly to funding sources and the community.
• The Media Coordinator shall work collaboratively with all initiatives to increase
awareness of each initiative’s objectives and/or goals.
• The Media Coordinator shall compose all technical writing for the Creative Team to
ensure TVCDC literature is presented in a professional, concise manner and is
vision/mission aligned.
• Develop writing content for social media and organizational websites.
• Assist Advancement Team in developing content for donor campaigns and initiative
projects.
• Proofreading content for errors and inconsistencies.
• Create writing and video content in partnership with the Graphic Design Artist in
alignment with TVCDC’s brand identity and vision/mission.
• Evaluate and address gaps in current content.
• Complete writing projects identified in the annual-fund plan.
• Attend and document TVCDC events.
• Assist with writing and editing of new content for monthly newsletter and TVCDC
website.

**Demonstrated non-technical and personal skills**

- Strong oral and written communication skills
- Project planning and execution (definite project, develop appropriate work plans, drive
  projects to successful completion)
- Team building and long-term commitment
- Problem solving for and execution of research on strategic market or
  opportunities/issues
- Attention to detail and strong logical reasoning
- Adaptable to a continually evolving environment and thrive in an autonomous and
deadline-oriented workplace
- Excels at operating in a fast paced, community environment

**Qualifications, Knowledge, Skills**

- Preferred BA/BS or 5 years relevant equivalent position experience
- History of cooperating with teams and co-workers
- Extensive knowledge with Microsoft office and Google Apps
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a professional demeanor
- Experience with multimedia and social media

**ADA Specifications**

TVCDC is committed to making reasonable accommodations in accordance with the ADA for
disabled employees who meet job requirements for education background, employment
experience, skills, licenses, essential job duties and function, and any other qualification that are
job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Media Coordinator may be required to use the computer for extensive periods of time and occasional lift 15 to 20 lbs. Extended working hours and travel may be necessary.

Vision & Mission Driven
Ideal candidate has a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. Include “Media Coordinator” in the subject line.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.