



Communications Director

Supervised by:	Chief Executive Officer (CEO)
Location:	Sioux Falls, SD or Pierre, SD
Status:	Full-time (exempt)

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 403(b) with a company match of 100% of the first 3% the employee contributes
- 12 Wellness Days per year

POSITION SUMMARY:

The Communications Director will assist with matters related to internal and external communications, media, advocacy, and marketing activities for SDUIH. The right person for this position will be flexible, understanding, and consistent in their work at SDUIH. Working for a small healthcare, Native healthcare organization requires someone with some understanding of Native culture and ways of interacting in order to tailor messaging to fit the needs of both SDUIH communities. The Communications Director will need to work with SDUIH team members, community members, local/state/national officials, and the relatives we serve, so the ability to interact easily with diverse populations is a must. SDUIH is an evolving, growing organization that needs a creative thinker and exceptional writer who is good at working with a fast-moving group of people.

Skills & Ability

- Follow detailed directions and instructions.
- Work across multi-disciplinary teams to gather information in order to put out monthly calendars, newsletters, and updates to the broader community.
- Create and deliver presentations as needed.
- Solve problems with little supervision and be self motivated and an independent worker.
- Read, review, interpret and apply policies, procedures, laws and regulations.
- Demonstrate strong organizational, communication, leadership, problem solving, and time management skills.
- Maintain effective working relationships with colleagues.
- Communicate well across different modes of delivery (written, public speaking, etc.)
- Prepare reports for grants, Executive Committee, and the Board of Directors.
- Develop and execute cohesive communication strategy.
- Managing media relations.
- Ensuring quality control of all information released.
- Bring together teams to achieve a common goal.
- Lead effective meetings.
- Have a positive attitude and outlook, even when the work is hard.
- Ability to multi-tasks and prioritize projects, while maintaining the flexibility to shift projects as timelines and needs change.
- Work with various team members to plan, advertise, and hold community events.

Knowledge of:

- Native American culture and traditions.
- Various social media platforms.
- Search Engine Optimization.
- English, spelling, punctuation, and grammar.
- Planning, implementing, and evaluating communication projects.
- Health care systems, clinic processes, healthcare terminology, public health, health disparities, health promotion/disease prevention, and disease prevention and intervention.
- Understanding or willingness to gain understanding of LGBTQ+ and Two Spirit identities, including clinical considerations and best practices for these relatives.

Qualifications:

- Bachelor's degree in communications, journalism, public relations, advertising, public health, or related field. Experience in lieu of formal education is appropriate and acceptable
- Three-five years' experience in communications, marketing, advertising, public relations, or relevant experience.
- Experience working in a healthcare setting.
- Established work with the Native communities.
- Proven experience at an administrative or management level.
- Pass a federal background check. Must not have any felony convictions as related to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____