



EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Government & Public Relations Director – Fort Defiance, AZ
SALARY : \$34.1662 per hour
CLOSING DATE : Friday, June 7, 2024, at 5:00 pm

Class Summary:

Incumbent plans and executes public relations strategies to support NHA’s operational objectives. Responsibilities include developing informational materials such as brochures, posters, fact sheets and newsletters regarding NHA and/or program activities; plan and develop internal and external events for NHA publicity; maintaining websites to include content development and graphic design; develop and maintain NHA media for exposure, activities, legislative and governmental presentation; and providing related media contact, community relations and governmental and organizational outreach. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Directs, plans, develops, implements, administers, and coordinates marketing, communication, and/or public relations programs and strategies. Collaborate with partners, tribal leaders, state officials, and federal agencies on policy strategies for solutions to housing legislation and regulatory outcomes to meet NHA’s goals.
- Plans, writes, and edits a variety of collateral materials, which may include brochures, posters, fact sheets newsletters, and/or related information. Maintains and updates the Authority web page.
- Obtains information from various sources on policy, strategies, new laws, and revisions of statutes and communicates with the CEO.
- Promotes the Authority through medial outlets; prepares and disseminates information to the public; establishes and maintains effective relationships with representatives of the media. Provide legislative updates, presentations, newsletters, and other communication for leadership.
- Keeps the community informed about the activities of the Authority that may affect them; directs, plans, and coordinates special events.
- Consult with internal departments and executive staff regarding public information requirements and needs.
- Manages and develops a political strategy to increase housing partnerships with consultants to provide solutions.
- Collaborates and manages projects with teams that require input and engagement of stakeholders with diverse perspectives.
- Interacts regularly with lawmakers and staff to accomplish policy goals and improve NHA’s achievement. Work with the legal counsel to ensure full compliance with all laws and related activities.
- Performs other duties of a similar nature or level.

Required Skills:

- Developing and implementing marketing, communication, and/or public relations strategies and/or plans;
- Overseeing media and/or promotional events;
- Speaking in public.
- Analysing information.
- Coordinating public relations projects;
- Creating graphic designs;
- Developing, editing, and distributing promotional materials;
- Using a computer and related software application;
- Demonstrated ability to research, analyse, and develop public policy advocacy strategies
- Proven experience in a government relations directorship role

Required Experience:

- Valid Driver’s License
- Bachelor's degree in communications, journalism, public relations, or related field
- Five years of professional public affairs, public policy, or government relations preferably in the area of regulatory affairs, public affairs, or government advocacy; or an equivalent combination

How to Apply:

Applicants must submit or upload their resumes and transcripts our NHA website at www.hooghan.org by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver’s license. Failure to submit required documents on-line shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.