

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
406-675-2700**

PERSONNEL OFFICE FAX: 406-226-2562

WEBSITE ADDRESS: cskt.org/personnel

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******VACANCY ANNOUNCEMENT******

Are you a skilled communicator with a passion for outreach and education? The Confederated Salish & Kootenai Tribes are searching for an Information and Education Program Manager to join our innovative and collaborative team. Make a meaningful impact in our community--learn more and apply at cskt.org/personnel.

TITLE: Information and Education Program Manager

LOCATION: Division of Engineering & Water Resources (DEWR) Complex - Ronan, MT
Natural Resources Department

SALARY: \$31.72 to \$36.46 per hour (Including Benefits: Health and Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays, and a collaborative team environment.)

CLOSING DATE: Monday, December 22, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Information and Education Program Manager is a full-time, professional-level position working in the Tribes' Natural Resources Department within the Division of Engineering and Water Resources. This position reports directly to the Division Manager for Engineering & Water Resources. The Program Manager is responsible for developing, implementing, and managing comprehensive information and educational programs that promote the Division's mission, projects, and initiatives. Other duties as assigned will include working with the Division Manager and/or Department Head on specific public information, education, or involvement tasks.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Designs, develops, and implements an information program aimed at covering all aspects of Engineering & Water Resources Division activities. Prepares reports, presentations, newsletters, and other communication materials. Utilizes such media as print and broadcast media and disseminates information in the form of press releases, radio and television announcements, interviews, and feature and human-interest stories;
- Designs, develops, and implements an education program aimed at covering all aspects of Division of Engineering & Water Resources' activities. Creates educational materials, including brochures, presentations, videos, and other online content;
- Facilitates news conferences, public presentations, radio and television interviews, or other forms of information dissemination;
- Manages the Division's online presence, including website content;
- Develops and maintains rapport with key partners in Division efforts, including Tribal,

Federal, State, and public partners. Regularly interacts with partners, ensuring that communication and outreach efforts are comprehensive, inclusive and effective;

- Works closely with Division staff to ensure that information and educational efforts align with the Division's strategic and technical goals;
- Stays current on all Division initiatives and projects to ensure accurate and up-to-date information is communicated;
- Develops a thorough understanding of the CSKT water rights settlement. Provides clear and accurate information about the settlement to the public, media, and partner agencies;
- Collaborate with local schools to develop and deliver educational programs that teach students about topics related to Division initiatives;
- Provide training and resources to teachers to enhance their understanding of Division efforts and incorporate it into their curriculum;
- Partner with local universities to communicate career opportunities within the Division as well as the Natural Resources Department;
- Disseminates information within the Tribal organization and other organizations as appropriate;
- Provides technical support concerning media relations and/or interviews, press release techniques, and procedures for others within the Tribal organization.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Must possess an undergraduate degree in communications, journalism, education, engineering, or a natural resource management field, with a minimum of three (3) years of combined experience in these fields. A graduate degree is preferred and would count towards two of these years' experience.
- Strong understanding of media operations and public relations best practices.
- Superior skills in written and oral communication, developing news releases, feature and human-interest stories, radio and television announcements and organizing and facilitating public meetings.
- Basic knowledge of relevant Tribal, Federal, and State regulations and laws, and of Tribal cultures and traditions preferred.
- Must have a valid driver's license.
- Required to successfully complete a certified defensive driving course approved by the Department.
- Must wear Tribal Government identification and safety apparel when conducting field activities.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized tribe if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406-675-2700 Ext. 1040.

PLEASE CONTACT US FOR MORE INFORMATION:

Casey Ryan, Compact Program Officer at 406-675-2700 Ext. 6207, or Email: casey.ryan@cskt.org.

INTERESTED AND QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY!