

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.226.2562
CSKT Website: cskt.org/personnel
E-mail: cory.clairmont@cskt.org**

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

TITLE: Reporter/Photographer
LOCATION: Char Koosta News – Ronan, MT
SALARY: \$20.96 to \$27.22 per hour
CLOSING DATE: Monday, March 23, 2026 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is a 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 you will serve a six-month probationary period.**

DUTIES:

- Standard journalistic work, ranging from the initial gathering of information through interviews, attending meetings/events and researching libraries and files; writing news and feature stories; proofreading; and photographing subjects and events achieving effective exposures for printing.
- Must have training, or thorough knowledge of Adobe Photoshop and Microsoft Word or other word processing software, Adobe Indesign and Macintosh operating systems/networks, in order to accomplish tasks.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Requires demonstrated ability in writing, grammar, editing, factual accuracy, and a thorough knowledge of journalism skills including but not limited to AP style writing, interview skills, and ability to objectively required and essential journalism ethics.
- At least three years of college with either demonstratable college training in journalism or the equivalent from hands-on work experience.

MINIMUM QUALIFICATIONS CONTINUED:

- Applicants must show skills through a portfolio or writing/editing/photography clippings or photocopies.
- Required to provide a valid driver's license.
- Must have broad range of knowledge about the Confederated Salish and Kootenai Tribes' government, culture, history, issues and current events.
- Must have experience in using a digital camera or a 35 mm single-lens reflex (SLR) camera to achieve professional compositions and exposures.

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Copy of a valid driver's license
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, telephone 406.675.2700 ext. 1040.

FOR MORE INFORMATION:

Contact: Sam Sandoval, Editor @ 406.675.2700, ext. 1326.