



## **ASSOCIATION ON AMERICAN INDIAN AFFAIRS**

Protecting Sovereignty • Preserving Culture  
Educating Youth • Building Capacity  
SINCE 1922

### **COMMUNICATIONS & PUBLIC RELATIONS DIRECTOR HOW TO APPLY**

The Association on American Indian Affairs is currently celebrating its 100<sup>th</sup> year of service in Indian Country. A strong, inspiring leader in communications and public relations is needed to support the Association as we move in to our second century of advocacy for cultural sovereignty! We hope you are interested in joining a dynamic and small team as we grow the organization to achieve our vision to create a world where diverse Native American cultures and values are lived, protected and respected.

Interested candidates must provide the following information to “Hiring Manager” at [general@Indian-Affairs.org](mailto:general@Indian-Affairs.org), to be considered:

1. Your current resume
2. A cover letter, specific to the position for which you are applying, including why you confident that you would be a good fit for the Association and the amazing work we do
3. A list of three professional references
4. Samples of your writing and other media creations that you have developed:
  - a. Writing sample of at least 250 and not more than 1,000 words (provide by pdf); and
  - b. Social media posting including graphic design and written copy or story (as an attachment in pdf and/or other picture format such as jpg or png; and
  - c. Links to any video production; and
  - d. Other creations you believe are helpful to showcase your vision and talents

The position is open until filled. Interviews will occur on a rolling basis. Questions can be directed to Shauna Shackleton, Office Manager, at 240-314-7155 or [general@Indian-Affairs.org](mailto:general@Indian-Affairs.org).