VACANCY ANNOUNCEMENT

POSTING NO: 081-22

OPENING DATE: 08/23/2024
CLOSING DATE: Open Until Filled
POSTED: IN/OUT

POSITION:	Multimedia Specialist
PAY GRADE:	NE7 ($25.00/hr. - $33.75/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Department of Education
REPORTS TO:	Executive Director, Education
BACKGROUND LEVEL:	Child/Elder

JOB PURPOSE: Works to support and design effects, graphics, and visuals for the Department of Education. To use creative and technical skills to design and develop multimedia applications, systems and products that are used to educate and inform. Provides instruction and support on software applications to multi-generations to include Pueblo of Isleta community members and Pueblo of Isleta employees. Develops, implements, and delivers instruction on the Pueblo of Isleta adopted office automation business suite and related software (Microsoft Office Suite, Microsoft Office Applications and other software/applications) in-person and virtually and at the Isleta Department of Education (DOE)

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Designs, coordinates & creates digital media/content aligned with the department's goals.
- Manages end-to-end digital projects.
- Suggest and implement digital tools to improve audience while staying up-to-date with digital media developments.
- Creates and deliver technical web based and in person classes for multigenerational students.
- Creates technical training materials using an instructional design.
- Communicates technical topics in written and verbal format.
- Design, implements and administers training schedules.

- Brief and instruct end-users on new technologies, software programs and applications.
- Review and evaluate DOE staff, POI personnel and community needs and design appropriate course material.
- Ensure that all computer systems are secure and up-to-date with the latest approved software releases.
- Communicates and coordinates the Department of Education IT activity/network infrastructure needs with Pueblo MIS department as required.
- Responsible for dissemination and tracking of all IT equipment.
- Assists DOE staff, Pueblo of Isleta personnel and community members with proper set up and use of technology and software programs.
- Researches and selects appropriate learning materials, textbooks, software and equipment.
- Manage classroom effectively while maintaining a positive classroom environment; provides an environment conducive to learning.
- Assist with social media and web page development.
- Provides routine computer system and IT peripheral support and maintenance.
- Attends DOE program activities and participate in community events to publicize and solicit community participation in Department related needs.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- Bachelor's Degree in Marketing, Digital media, Computer Science, or relevant field with three years of related experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:
- Knowledge of applicable federal, state, county, tribal and local laws, regulations, and requirements.
- Knowledge of principals, practices, and methods of curriculum development.
- Knowledge in computer instruction, including Microsoft Suite, publishing, graphics and imaging, photography, internet searches, and e-mail. Proven work experience as a Digital media specialist or social media manager.
- Solid knowledge of Photoshop, Final Cut Pro, Premiere Pro, Audacity or other media editing software.
- Experience with visual communication principles.
- Familiarity with web design and content management systems.
- Excellent analytical and project management skills.
- Strong verbal and written communication skills.
  - Additional qualification in web design or animation is a plus

- In-depth understanding of Microsoft Office Suite and related applications in a current Windows operating system environment. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to update and maintain computer lab environment.
- Ability to supervise and ensure a safe learning environment for students.
- Ability to exercise independent judgment.
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
- Ability to interact well with individuals from a wide range of ages and skill levels.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county, tribal and local laws, regulations, and requirements.
- Ability to prepare accurate, complete and legible reports and create and present detailed and effective speeches and presentations.
- Ability to maintain confidentiality.
- Ability to multitask and perform under tight deadlines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:
- Stands and walks for up to 6 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:
- Work is performed in a typical interior/office or classroom environment.
- Frequent interaction with the public and groups of children and adults.
- Noise level is usually moderate.
- Evening and weekend work required.

PREFERENCE:
Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.