

# COLLEGE OF MENOMINEE NATION

<b>Job Title:</b> Sustainability Multi Media & Outreach Specialist	<b>First Posting*</b>
<b>Reports to:</b> Director of Sustainable Development Institute	<b>Status:</b> Full-time
<b>Location:</b> College Of Menominee Nation Keshena Campus	<b>Closing Date:</b> 2/27/2009

*\* First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

## **POSITION SUMMARY:**

Sustainability Multimedia & Outreach Specialist assists efforts on sustainability outreach material, events, and programs, the development of projects, and general assistance with sustainability efforts. The position contributes to the development, design and implementation of outreach materials. The position supports the mission of the Sustainable Development Institute by maintaining and expanding the Institute's online initiatives. This position assists in designing, implementing, and conducting cultural, social, and youth outreach programs as a means for engagement in practices of sustainability.

## **ESSENTIAL FUNCTIONS:**

- Develop, design, and implement programs to inform and inspire sustainability practices around campus, community, among youth, and integrating culture. Verify and report the effectiveness of these programs.
- Produce video and multimedia stories and materials for the internet about the efforts of CMN students, faculty and staff that demonstrate leadership and learning about creating a sustainable future.
- Design and produce materials for effective message communication in print advertising, online, posters, and other multimedia products.
- Assist in maintaining and enhancing the Sustainable Development Institute website by integrating with other resource/social networking programs.
- Contribute to and support the design of the Sustainable Development Institute website and other computer-based resources (e.g. podcasts, virtual tours, and other multimedia)
- Provide graphic design for website and other materials. Develop graphics, logos, layouts, and artwork for print and online materials.
- Conduct research into specific topics related to sustainability and new programs and applications to enhance the online presence of the Sustainable Development Institute.
- Provide support and training assistance to the Menominee Multi Media Center and Apple Authorized Training Center activities.
- Communicate with internal and external sustainability partners in person, over the phone, via email or website. Conduct presentations on College of Menominee Nation sustainability initiatives and outreach programs.
- Assist with sustainability project, special projects, and events as needed.
- May be called upon to train or assist other departments and personnel as appropriate to the functions of the position and multimedia initiatives.

## **QUALIFICATIONS**

- Associate degree in sustainable development or relevant field required.
- Proficiency with multiple forms of media hardware and software (video shooting and editing, audio recording, graphic design.). Working knowledge of digital video, digital imagery, and animation.
- Demonstrated experience with Adobe design software (i.e. Illustrator, Photoshop, Flash, InDesign, Acrobat, etc.)

- Proficiency with Microsoft Office. Experience in Windows and Macintosh operating systems. Experience with Dream weave, Final Cut Pro, Soundtrack, Pro Tools or similar program.
- Experience in website design, maintenance, and/or programming.
- Experience with RSS feeds, listservs, chat rooms, blogs, or similar distribution channels.
- Working knowledge in ASP, CSS, XHTML, CFML, java script, Flash Action Script, and XML programming languages.
- Demonstrated interest in sustainability and experience in outreach and cultural programming.
- Demonstrate ability with written and verbal communication skills.

**APPLICATION PROCESS:**

A complete application includes: Letter of interest; Current resume; Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu)); Copy of all college level transcripts (official transcripts required if hired); Three professional letters of references; If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, and proof of any certificates, training, or multi media portfolio.

Posting closes at 4 p.m. on Friday February 27, 2009. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.**  
**EOE/MITW 82-10**