



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 09/21/26

CLOSE: Until

Filled

EXEMPT _____

NON-EXEMPT X

POSITION DESCRIPTION

POSITION: REPORTER/MULTI-MEDIA JOURNALIST

RESPONSIBLE TO: Public Relations Director

SALARY: Step Range: 15-25; Annual/Full Benefits
Salary Range: \$44,204 - \$59,406
Hourly Range: \$21.25 - \$28.56

CLASSIFICATION: Non-Management, Regular, Full-time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Reporter & Multimedia Journalist researches, develops, and produces accurate, timely, and engaging news and public information content that informs Tribal citizens and the public about the work of The Klamath Tribes. Working under the direction of the Public Relations Director, this position creates written stories, photography, video, and digital content for Klamath News and the Tribe's official communication platforms. Reporting assignments include Tribal government, sovereignty, Treaty rights, natural resources, water, public safety, culture, health, education, economic development, Missing and Murdered Indigenous People (MMIP), and other issues affecting The Klamath Tribes and Tribal citizens. The position supports the Tribe's commitment to transparency, public information, and the preservation of the Nation's stories, history, and accomplishments through professional journalism and multimedia storytelling.

MAJOR DUTIES AND RESPONSIBILITIES

1. Research, write, edit, and produce accurate, timely, and engaging news stories for Klamath News and The Klamath Tribes' official communication platforms.
2. Research and report on Tribal government, sovereignty, Treaty rights, natural resources, water, fisheries, wildlife, public safety, Missing and Murdered Indigenous People (MMIP), culture, health, education, economic development, and other issues affecting Tribal citizens and Native communities.
3. Conduct interviews with Tribal leadership, employees, Elders, Tribal citizens, community partners, and subject matter experts while building trusted relationships throughout the organization and community.
4. Capture professional-quality photography and video to accompany news stories, publications, social media, websites, presentations, and archival records.
5. Produce multimedia content including written articles, feature stories, photo essays, short-form videos, social media content, newsletters, and other digital communications.
6. Research, verify, and fact-check information to ensure all published content is accurate, balanced, and consistent with accepted journalism standards and departmental editorial policies.
7. Maintain organized digital archives of photographs, video, interviews, and other media assets in accordance with departmental records management practices.
8. Assist the Public Relations Director in planning editorial content and meeting publication deadlines for print and digital communications.
9. Operate cameras, audio equipment, video equipment, computers, and other communications technology necessary to produce professional multimedia content.
10. Maintain confidentiality of sensitive information and exercise sound professional judgment when gathering, preparing, and publishing information.
11. Represent The Klamath Tribes professionally while interacting with Tribal citizens, employees, elected officials, media representatives, partner organizations, and the general public.
12. Perform other related duties as assigned by the Public Relations Director.

13. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Public Relations Director is the direct supervisor who defines and establishes the overall objectives. Employee works independently, resolving routine conflicts in accordance with established procedures and past experience. Employee exercises initiative in researching answers and solving problems using judgment based upon previous training, experience, and instructions. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Ability to establish and maintain effective personal relationships in a work situation with supervisors, co-workers, and the public. Must be able to communicate effectively with people of different managerial, economic, cultural, ethnic, and educational backgrounds.

Ability to use sound judgment in establishing work priorities requiring successful completion of organizational goals with the ability to handle a heavy workload to meet objectives.

Ability to achieve objectives by making sound decisions, exercising judgment based on previous experience, training, and instructions.

Ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to actively listen, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Able to communicate information and ideas when speaking so others will understand; convey information accurately and effectively.

Able to read and understand information and ideas presented in writing and to communicate information and ideas in writing so others will understand.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Extensive knowledge of proofreading principles.

Must be able to use a computer at an advanced skill level to perform various word processing, spreadsheet, database, publishing, and photo editing functions.

Knowledge of operating 35mm, digital, and manual cameras with basic knowledge of camera film, lighting specifications, and editing techniques.

Knowledge of graphic design, graphic identity, and pre-press principles. Skilled in editing, production, designing, and layout for publications.

Ability to perform complex work, paying close attention to details to ensure accuracy.

Knowledge of bulk rate and 1st Class mail preparation.

Knowledge of local tourism & public relations.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to submit a substantial journalism writing sample with application. Document provided must reflect the applicant's ability to write professionally, clearly, and succinctly.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver's license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003; all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Graphic design and other artistic skills/abilities, preferred.

- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resources
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)