



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Communications Manager

Requisition Num.: 042-2025

Open Date: 12/19/2025

Closing Date: Until Filled

Department: Administration

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Communication Manager serves at the satisfaction of the Rincon Tribal Council and is considered an at-will employee. The Communications Manager is a highly confidential and trusted position responsible for developing, implementing, and overseeing the Tribe's internal and external communication strategies in alignment with directives from the Tribal Administrator and Tribal Council, Tribal policies, and cultural values. This position manages the Tribe's brand identity, public messaging, media relations, digital platforms, and communication initiatives to enhance transparency, promote Tribal programs, and strengthen community engagement.

This role requires exceptional judgment, professionalism, cultural sensitivity, and unwavering discretion. The Communications Manager will have access to confidential, sensitive, political, and culturally significant information. Maintaining the highest level of trust, integrity, and loyalty to the Tribe and Tribal Council is essential. The position must be available 24/7 for emergency situation and crises where a public response is warranted and directed by the Tribal Administrator. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Develop and execute communication plans aligned with directives from the Tribal Administrator and Tribal Council directives.
- Support the Rincon Tribal Government positions and ensure communication alignment with Tribal objectives.
- Receive tasks directly from the Tribal Council or the Tribal Administrator, who delegates communication assignments.
- Meet the communications responsibilities, management and communication oversight, and production, as directed by Tribal Council and/or Tribal Administrator.
- Develop, integrate, and implement communication activities to advance the Band's brand identity and broaden awareness of Tribal programs and priorities. Cultivate and maintain strong media relationships.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Create unified messaging across all platforms, internally within Tribe and externally.
- Advise the Tribal Council and/or Tribal Administrator on communication strategies, opportunities, and risks.
- Prepare press materials, speaking points, presentations, and official statements.
- Maintain strict confidentiality regarding Tribal political, cultural, and sensitive information.
- Serve as media contact as authorized by the Tribal Council and/or Tribal Administrator.
- Serve as Editor for Quarterly Tribal Newsletter: Oversee all aspects of the Tribe's quarterly newsletter, including content planning, editing, layout, and production; ensure accurate, culturally respectful, and timely information is communicated to Tribal Members; coordinate contributions from departments and programs; maintain brand consistency, including Council-approved messaging in alignment with Tribal Council and Tribal Administrator directives.
- Oversee brand and content management for newsletters, social media, and digital platforms, in cooperation with outside marketing consultants.
- Ensure culturally respectful and accurate communication of Tribal programs and initiatives.
- Implement digital media strategies to increase awareness and engagement.
- Support internal communication and enforce communication protocols.
- Build partnerships with departments, enterprises, and community partners.
- Lead communication efforts during crises, emergencies, or sensitive situations, including being on-call 24/7.
- Monitor media coverage and public perception impacting the Tribe.
- Interface with Tribal Council and/or Tribal Administrator to develop and maintain communications budget.
- Meet individually with department heads periodically to encourage information sharing, story development, cooperation and positive public outreach on the administration's behalf.
- Secure a presence on social media, such as Twitter, Facebook, Instagram, and You-Tube, and others deemed appropriate for a government.
- Coordinate, initiate, and write monthly news stories for the tribal pages in the local media.
- Attend Tribal Administration's weekly meetings to collect information about Tribal activities, positive news stories, and promote adherence to communication protocols.

OTHER DUTIES

- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Maintains a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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OTHER DUTIES CONT'D

- Establish and maintain effective working relationships with those contacted in the course of work.
- Attend all training and meetings as requested or required.
- Performs other related duties as assigned by the Tribal Administrator.

SUPERVISION ADMINISTERED

This position *may* require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, Public Administration, or a closely related field.
- Minimum of five (5) years of progressively responsible experience in communications, media management, or public affairs.
- Government or tribal government experience preferred.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Must meet the criteria to be insured by the Tribal Government.

Work-Related Knowledge:

- Exceptional writing, editing, and presentation skills.
- Strong understanding of tribal governance and sovereignty or willingness to learn.
- Demonstrated ability to maintain strict confidentiality.
- High emotional intelligence and political sensitivity.
- Ability to manage multiple deadlines and communication platforms.
- Experience with digital media strategy and graphic design tools.
- Culturally respectful communication skills.
- Ability to respond immediately during emergencies when directed.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values*Trust**Integrity**Open and Honest Communication*
