



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 Coordinator

Requisition Num.: 2026-009

Open Date: 03/23/2026

Closing Date: Until Filled

Department: Communications

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Communications Manager, the Communications Coordinator (Administrative Support) provides administrative, organizational, and communications support to the Communications Manager. This role assists with internal and external communications, event coordination, content preparation, and social media execution to ensure effective promotion of Tribal programs, activities and initiatives. The position requires adaptability, attention to details, initiative, and a professional approach to problem-solving. 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. Duties may be adjusted based on government needs and the direction of the Communications Manager.

- Provide administrative and clerical support to the Communications Manager, including scheduling, correspondence, and recordkeeping.
- Assist in preparing, editing, and formatting internal and external communications materials, including newsletters, announcements, flyers, and reports.
- Support social media content creation, scheduling, monitoring, and reporting under the guidance of the Communications Manager. Assist with developing posts, graphics, and messaging to promote Tribal programs, announcements, and events.
- Assist with coordinating Tribal events, ceremonies, and programs, including logistics, registration, and on-site support.
- Maintain and organize communications files, databases, and archives to ensure accessibility and compliance with Tribal policies.
- Track and assist with communications-related budgets and expenses as directed.
- Draft basic content and materials for review and approval by the Communications Manager.
- Liaise with other departments to collect information for communications purposes.

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

- Support graphic design and multimedia tasks, including assisting with the creation and formatting of communications materials such as newsletters, flyers, reports, and digital content using Adobe Creative Suite (including InDesign). Assist with preparing visual and digital assets for web, print, and social media platforms.
- Enter and process all procurement requests and invoices through Sage Intacct, including:
- Requisitions for supplies and purchases necessary for Communications Department operations.
- Accounts Payable (API) invoices to ensure timely processing for payment.
- Business credit card purchases assigned to the Communications Manager, including verifying accuracy and completeness.
- Ensuring proper vendor documentation, including collecting W-9 forms if a vendor is not on file.
- Verifying invoice amounts, proper account coding, and attaching appropriate supporting documentation to requisitions or API invoices.
- Attend meetings and take notes or action items, assisting the Communications Manager in follow-up.
- Maintain confidentiality of sensitive information and adhere to all Tribal policies, procedures, and regulations.
- Perform other administrative or communications support duties as assigned.
- There are multiple deadlines associated with this position and the employee may be required to work long hours or weekends when necessary to reach goals on a limited basis as approved by the Communications Manager.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Proficient with Microsoft product (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain 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.
- Attends required meetings and trainings.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

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.

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.

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

SUPERVISION ADMINISTERED

- This position *does not* require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

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

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Bachelor's degree from an accredited college or university in communications, marketing, journalism, graphic design, accounting or a related field preferred.
- Minimum of three (3) years of professional experience in administrative support, communications, or related field, or an equivalent combination of education and experience sufficient to perform the essential duties of the job.
- Experience supporting digital communications, including social media management, email marketing, and basic graphic design, 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.

Work-Related Knowledge:

- Working knowledge of Adobe Creative Suite, particularly InDesign, and familiarity with preparing layouts for print and digital publications.
- Knowledge of social media platforms such as Facebook, Instagram, and YouTube, including content creation, scheduling, and basic analytics reporting.
- Familiarity with email marketing platforms and digital communication tools used to distribute newsletters, announcements, and promotional campaigns.
- Strong written and verbal communication skills; proficiency in grammar and syntax.
- Able to assist in crafting content from draft to public under supervision.
- Proficiency with all current Microsoft Office Suite, Sage Intacct, and other relevant software programs and online platforms.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Knowledge of procurement processes, vendor management, and invoice verification procedures.
- Creative thinking and problem-solving abilities.

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
