



Communications Officer – Apply [HERE](#)

Department: External Relations/Communications

Reports To: Communications Director

FLSA Status: Exempt

Salary Grade: \$55,000-60,000 annually, plus performance-based bonus opportunities and merit-based salary growth.

Employment Status: Regular, Full Time (etc.)

Work Schedule: M-Th; 8:00 am to 4:00 pm (etc.)

Location: Remote, some travel

Benefits Highlights

Oweesta offers a competitive benefits package designed to support employee well-being, work-life balance, and long-term success, including:

- Four-day workweek (Monday–Thursday)
- Remote work environment
- 100% employer-paid medical, dental, and vision coverage for employees
- Generous paid time off and holiday schedule
- Retirement benefits
- Performance-based bonus opportunities
- Merit-based salary growth
- Professional development opportunities

We believe that healthy, supported employees are essential to advancing our mission and serving Native communities effectively.

POSITION SUMMARY

The Communications Officer supports Oweesta's communications strategy by coordinating content development, storytelling, digital communications, publications, social media, and marketing initiatives that advance Native economic sovereignty and strengthen understanding of the critical role Native CDFIs play in building thriving Native communities.

Reporting to the Communications Director, the Communications Officer is responsible for implementing communications activities that elevate Oweesta's visibility, amplify Native-led success stories, support stakeholder engagement, and strengthen organizational communications across multiple platforms.



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This position plays an important role in developing compelling content, maintaining digital communications channels, supporting events and campaigns, and helping tell the stories of Native communities, Native CDFIs, and Native economic development efforts. The Communications Officer will help ensure communications reflect Oweesta's values, Indigenous leadership, and commitment to Native economic empowerment.

ESSENTIAL DUTIES

1. Support implementation of Oweesta's communications strategy across digital, print, email, social media, and web-based platforms.
2. Draft and schedule content for social media channels, newsletters, websites, publications, and marketing campaigns.
3. Maintain editorial calendars and assist with planning communications campaigns and initiatives.
4. Support development of written, visual, and digital content tailored to various audiences.
5. Assist with collecting, organizing, and developing stories that highlight Native CDFI impact, lending activity, borrower success, community development, and Native economic empowerment.
6. Coordinate website updates and ensure content remains accurate, current, and engaging.
7. Assist with creation and distribution of newsletters, email campaigns, press releases, and other communications materials.
8. Support conference, training, webinar, and event communications, including promotional materials and content collection.
9. Coordinate photography, video, and digital asset management activities.
10. Maintain brand consistency across communications materials and platforms.
11. Monitor social media engagement, website analytics, and communications metrics and provide regular reports.
12. Support annual reports, impact reports, publications, and other organizational communications projects.
13. Assist with media monitoring, communications research, and special projects as assigned.
14. Work collaboratively with staff across departments to identify and communicate stories, accomplishments, and organizational impact.

SUPERVISORY RESPONSIBILITIES

None.



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EDUCATION AND EXPERIENCE

Education Required: N/A

Education Preferred: Bachelor's degree in communications, marketing, journalism, public relations, or related field, or equivalent experience preferred.

Experience Required: Minimum two (2) years of experience in communications, marketing, public relations, digital media, journalism, or related field.

Experience Preferred:

- Experience working with Native organizations, Tribal Nations, Native CDFIs, Indigenous communities, or Indigenous-serving organizations.
- Experience developing content for social media, websites, newsletters, and digital communications platforms.
- Experience with storytelling, content creation, and community engagement.
- Experience supporting conferences, trainings, webinars, or events.
- Experience with nonprofit, community development, economic development, financial services, philanthropy, or mission-driven organizations.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Strong written and verbal communication skills required.
2. Strong attention to detail and organizational skills.
3. Ability to manage multiple projects and meet deadlines.
4. Ability to work independently and collaboratively in a remote work environment.
5. Strong interpersonal and relationship-building skills.
6. Creativity and enthusiasm for storytelling and content development.
7. Familiarity with social media platforms and digital communications best practices.
8. Some awareness of the complexities and challenges of community development finance, housing, and small business development in Native communities.
9. Ability to work constructively with diverse constituents and multidisciplinary teams.
10. Ability to travel occasionally as needed.
11. Works with other staff on interdisciplinary efforts and performs other duties as assigned by the supervisor.

COMPUTER KNOWLEDGE AND SKILLS

Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required.



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Experience with communications and marketing platforms is strongly preferred, including:

- Canva
- Adobe Creative Suite (InDesign, Photoshop, Illustrator) or comparable design software
- Mailchimp or similar email marketing platforms
- Website content management systems (WordPress or equivalent)
- Social media management and analytics platforms
- Zoom and virtual event platforms
- Project management tools such as Asana, Monday.com, Trello, or equivalent

Ability to learn and adapt to emerging communications technologies and digital platforms.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Ability to sit for extended periods while working on a computer.
- Manual dexterity for operating office equipment.
- Good visual acuity for reading documents and computer screens.
- Occasional mobility to move around the office and attend meetings.
- Ability to lift and carry objects up to 20 pounds occasionally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- This position may require occasional travel for meetings and trainings.
- The role involves working in an office environment with standard office equipment.



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OTHER REQUIREMENTS

References check, drug policy, other

Reasonable Accommodations Statement

Equal Opportunity Employer

Oweesta is an equal opportunity employer and is committed to creating an inclusive workplace. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.

Reasonable accommodation is available for qualified individuals with disabilities throughout the application and employment process.

Application Requirements

- Resume
- Cover Letter
- Three Professional References
 - 2-3 examples of relevant communications work (writing samples, newsletters, social media content, website content, marketing materials, reports, campaigns, publications, or other relevant communications materials)

Portfolio materials will be used during the initial review process.



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