



POSITION DESCRIPTION

Copy/Video Editor

REPORTS TO:	Capacity Building and Technical Assistance Manager
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Non-Exempt (Full-Time or Part-Time)
SALARY RANGE:	\$50,000 – \$60,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

The Copy/Video Editor will collaborate closely with the Health Communications Specialist in crafting compelling written and visual content to support public health messaging and campaigns within the Community Health and Resiliency Program (CHERP) team. This role will involve overseeing social media pages, newsletter content, and various communication products, ensuring alignment with program objectives and cultural sensitivities. The Copy/Video Editor will play a vital role in maintaining consistent and effective communication with the CHERP team and community partners.

DUTIES AND RESPONSIBILITIES

- Collaborate with the Health Communications Specialist to develop and edit written and video content for public health campaigns, including social media posts, newsletters, and promotional materials.
- Work closely with the Health Communications Specialist to ensure content quality through copy editing and formatting recommendations based on communication principles and practices.
- Assist the Health Communications Specialist in piloting public health message frames using cultural communication norms.
- Translate scientific information into understandable messages for tribal community members and stakeholders in partnership with the Health Communications Specialist.
- Support the Health Communications Specialist in leading the development of communication products, such as health education materials, data reports, and web content.
- Assist in maintaining consistent branding across all communication channels by developing templates, layouts, and design guidelines in collaboration with the Health Communications Specialist.
- Collaborate with the Health Communications Specialist on program communications, including conference calls, meetings, written briefs, graphic design, publications, events, and website features.
- Coordinate media events with the community and report on program successes in partnership with the Health Communications Specialist.
- Engage in networking activities to promote awareness of available services in collaboration with the Health Communications Specialist.

- Ensure all services are delivered in a culturally competent manner and maintain a positive public image for the organization alongside the Health Communications Specialist.
- Assist the Health Communications Specialist in updating the website and social media platforms with relevant content.
- Develop and maintain positive relationships with internal and external program partners in partnership with the Health Communications Specialist.
- Participate in committees and attend conferences/seminars to stay current on industry trends and technological advances in collaboration with the Health Communications Specialist.
- Perform other duties as assigned to fulfill the responsibilities of the position in partnership with the Health Communications Specialist.
- Performs other tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Proficiency in Microsoft Office and Adobe Creative Suite.
- Experience with WordPress or other web design software.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Sensitivity to cross-cultural differences and ability to work effectively within diverse communities.
- Previous experience working with Native American Tribal organizations or not-for-profit agencies desirable.

QUALIFICATIONS

- Bachelor's Degree in Communications or related field preferred.
- Two years of experience in graphic design, communications, or relevant field.
- Completion of background investigation and HIPPA certification required.
- Valid State driver's license and ability to drive for company-related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Hybrid or remote work eligible; must be a New Mexico resident.
- May require work beyond standard hours, including evenings and weekends.
- Occasionally involves light physical exertion such as using up to 20 lbs. of force and/or lifting 10lbs.
- Minimal noise level.
- Ability to stand, use hands, reach, ascend/descend stairs, talk, listen, and sit for extended periods.
- Direct daily contact with staff and public.
- Operate standard office equipment.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.

PREFERENCE

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.