



Menominee Casino Resort

1st Posting

Position Digital Media Coordinator

Job Status Full-Time

Minimum Age 18

Wage \$17.65

Date Posted Friday, June 07, 2024 8:00:00 AM

Date Closed Thursday, June 13, 2024 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

The Digital Media Coordinator shall be responsible for handling any and all social media platforms i.e., Digital Marketing, Facebook, Web Content, Instagram, and Menominee Casino Resort's App content. Responsible to plan and execute digital campaigns. Communicate with Marketing team as well as handle online player inquiries. Responsible to assisting the Marketing Team in carrying out all digital tasks and be involved in Marketing Activities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for developing social media marketing strategies, managing digital assets and designing engaging web content.
- Assisting in the developing web aesthetics and content and digital data.
- Responsible to focus on managing the company's social media content (blogs, websites and videos), including crating articles, editing pictures, and creating layouts.
- Assist in Coordination of departmental social media platforms, campaigns and other marketing activities, meetings and functions.
- Coordinate and assist with special functions on or off property as needed.
- Maintains a working knowledge of current and upcoming events on property in order to advise guests and team members whenever possible.
- Communicate with all property team members to provide general departmental information and coordination as needed.
- Shall operate all office equipment, computer fax, copier, telephone, computer software relevant to the position.
- Shall answer telephone, take and deliver messages, memos and emails, give information to callers, or route calls to appropriate individual.
- Responsible to carry a company issued cell phone based on specialized position.
- Responsible for some clerical/administrative functions, including written and facsimile communication to internal and external contacts.
- Shall coordinate and assist with Special Events and Promotions, i.e., setup, drawings, decorations, registrations.
- Maintains the highest level of confidentiality within the department, and is held to a high degree for the thoroughness and accuracy of departmental records and reports.
- Attend relevant training to stay current with position.
- Responsible for maintaining a consistent, regular attendance record.
- Must be able to work flexible hours.
- Must work with Finance Department to administer monthly and annual inventory reconciliation (includes providing inventory/ticket logs) to applicable requesting parties.
- All other duties as assigned by the Marketing Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Menominee Casino Resort

EDUCATION and/or EXPERIENCE

Minimum:

An Associate's Degree in Business Administration, Marketing, Communications, Digital Media or related field or a minimum of two years' experience as an Administrative Assistant or similar position with significant responsibility.

Preference:

A Bachelor's Degree in Business Administration, Marketing, Communications, Digital Media or related field and a minimum of two years' experience as an Administrative Assistant or similar position with significant responsibility and ability to multi-task. Shall have a proven work record and good attendance and good performance reviews in previous positions. Preference given to qualified Menominee applicants.

SPECIAL QUALIFICATIONS

Minimum of two years Social Media Experience and or Digital Media Experience. Must possess excellent communication skills, and be computer-literate, with proficiency in appropriate software.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

Hiring in Gaming Position is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or employees of organizations.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

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 duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb, or balance, and stoop, kneel, crouch, or crawl.



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Specific vision abilities are required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.