



EXCITING TEMPORARY OPPORTUNITY

MEDIA ASSISTANT (TEMPORARY JOB)

TASKS INCLUDE:

- Supports the podcast team
- Provides administrative support
- Coordinates, schedules & conducts complex tasks
- Supports with special projects
- Other duties as assigned



Qualifications:

- Demonstrate prior experience in an administrative role
- Strong organization skills
- Ability to demonstrate proficiency in office programs

Rate of Pay: \$23.43/Hr

Submit a Community Jobs Application to the Community Employment Office at Two Waters Building B
Monday - Friday
8 AM - 5 PM

Application Closing Date:
07/22/2026
by 5 PM

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified: Community Member Veteran, Community Member, Spouse of Community Member, qualified Native American, and then other qualified candidate.

For more information please contact LaVella Deer at 480.362.7865