



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 02/04/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MVSKOKE MEDIA MANAGING EDITOR</b>			
Pay Grade HG 13	Salary Range \$45,448-59,342	Classification Hourly	
Department: MVSKOKE MEDIA	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Manages the timely dissemination of accurate information produced by Mvskoke Media staff for multiple platform and assists in handling administrative tasks as needed.
Principal Duties and Responsibilities:	Principal duties and Responsibilities: Manages multi-media news production in a high-performance environment, including recruitment, coaching, and performance management. Oversees the production of content in multiple formats, including web, social media, Mvskoke News, Mvskoke Vision, and Mvskoke Radio for the benefit of the Citizens of the Muscogee (Creek) Nation. Upholds journalistic ethical standards in news coverage. Generates and evaluates leads, coverage format, style, and form. Establishes and enforces style guides and other editorial guidelines. Maintains a consistent archive of journal records and digital records. Edits content for style, tone, voice, and grammar. Produces content when appropriate. Is accountable for the timeliness, style, production and overall news quality for Mvskoke Media. Assists in the creation and implementation of departmental goals and vision. Helps oversee all employees at Mvskoke Media when appropriate. Other duties as assigned.
Minimum Requirements:	Undergraduate degree in Journalism, Mass Communication, English or related field with 2-3 years of experience as a news editor or writer with some management experience in the newsroom. Demonstrated mastery of written and oral communication skills. Ability to manage multiple projects, enforce deadlines and maintain quality in a high-volume, multi-channel publishing environment. High level of attention to detail. Ability to work both collaboratively and independently. Mastery of AP Style. Demonstrated interest in content. Fluency with basic office technology, including word processing, project management, spreadsheets, and Apple computers, Adobe Suite, and basic media equipment.
Preferred Requirements:	Graduate degree in Journalism or Mass Communication, English or related field and or equivalent experience as a news editor or writer. Demonstrated mastery of written and oral communication skills. Ability to manage multiple projects, enforce deadlines and maintain quality in a



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Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:       Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.  
 While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals  
 Risk of electrical shock       Vibration       Loud Noise



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#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.