



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

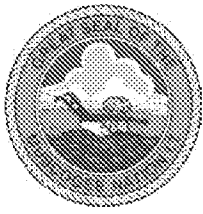
Employee Requisition

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

Submitted Date 04/13/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>WORKFORCE DEVELOPMENT COORDINATOR</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: EMPLOYMENT & TRAINING	Location: Okmulgee	Location Code: 103	FT/PT 1-Full Time

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

General Summary:	To coordinate the scheduling, marketing, implementation, delivery and evaluation of workforce training and continuing education programs. Provide career and workforce development activities and opportunities and promote career pathway development. Operates projects or programs under the direction of the Employment and Training Manager. Organize and operate in performance with community and business partnerships School-to-Career transition experiential learning events; activities include, but are not limited to, job shadowing, mentoring, paid and unpaid work experience and relative career, college and work readiness skills building.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Recruit participants and assist in marketing program</li> <li>• Conduct interest inventory, basic skills and career awareness testing</li> <li>• Complete enrollments, monthly reports, termination and follow-up data</li> <li>• Attend regularly scheduled staff meetings; in-services and workshops</li> <li>• Develop and maintain career curriculum materials, job readiness files and worksheets</li> <li>• Develop and maintain a career and workforce development network between schools, community and business members; promote positive interactions between business and community members and participants</li> <li>• Assist in developing and maintaining individual client portfolios, files or business plan to chart participant progress</li> <li>• Serve as a Career and Workforce Development liaison for the school or schools hosting</li> <li>• Occasionally prepare materials for a career pathway development, small</li> </ul>



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	<p>business development or workforce readiness course and conduct the course</p> <ul style="list-style-type: none"> <li>• Coordinates assigned workforce education courses and programs including developing course schedules, arranging facilities, negotiating instructor agreements, arranging duplication services, and proper classroom/electronic setup, collecting completed class attendance rosters and maintaining inventories</li> <li>• Assess community needs based on input from students, tribal citizens, communities, professional associations, and industry professionals to develop or revise programs</li> <li>• Evaluates the effectiveness of programs and performance of instructors/trainings to ensure client satisfaction, program quality, and regulatory compliance</li> <li>• Serves on advisory boards; attends professional conferences, state agency meetings, and job fairs as required</li> <li>• Teach continuing education course work as required</li> <li>• Maintain current job labor market statistics</li> <li>• Establish and maintain effective working relationships with students, teachers, administrators, employers and various outside agencies</li> <li>• Assess interests, aptitudes and abilities of participants</li> <li>• Manage classroom and onsite workforce readiness skills and building activities</li> <li>• Manage program records and prepare reports</li> <li>• Maintain an established work schedule, including some evenings and weekends</li> </ul>
Minimum Requirements:	Associates degree in Human Resources or related field with 2 years' experience
Preferred Requirements:	Bachelor's degree in Human Resources
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.



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- 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

#### 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.