



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 04/19/2021	Employee Requisition Number ER-21168	JOB OPPORTUNITY	
Title/Position: TOURISM & EVENTS COORDINATOR			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: TOURISM & RECREATION	Location: Okmulgee	Location Code: 301	FT/PT 1-Full Time

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

General Summary:	Coordinates events and tourism projects for the Marketing & Tourism department. Responsible for managing the online presence for Muscogee Nation Tourism.
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities include the following. Other duties may be assigned.</p> <ul style="list-style-type: none"> · Manages social media and websites for Muscogee Nation Tourism and the Muscogee Nation Festival · Assist in planning and executing the annual Muscogee Nation Festival · Plans, develops and, executes events for The Muscogee Nation · Must be able to perform community outreach for the success of The Muscogee Nation, its entities, and events · Coordinates trade show exhibits, promotions, packaging, shipping, and staff travel plans, and travels to and participates in trade shows when necessary · Reviews specification sheets, obtains and prepares bids, and acts as liaison with vendors in such areas as delivering marketing material, scheduling proofs, and meetings · Tracks, collates, and maintains inventory of Tourism & Events marketing materials · Availability to work the Muscogee Nation Festival; holidays, evenings and weekends may be obligatory to work · Perform any and all reasonable duties and responsibilities as necessary
Minimum Requirements:	<p>To perform this job successfully, an 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. May be necessary to lift items up to 20 pounds. Must have a valid Oklahoma Driver's License.</p> <p>Education and/or Experience</p> <p>Bachelor's Degree or equivalent from a four-year university; and/or three</p>



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	<p>years related experience and/or training; or equivalent combination of education and experience.</p> <p>Computer Skills</p> <p>To perform this job successfully, an individual should have knowledge of social media management, Microsoft Office programs and some knowledge of website management.</p>
Preferred Requirements:	Native American Preference
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.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.