



Muscogee (Creek) Nation
Human Resource Management Services

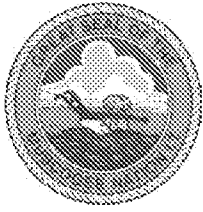
Employee Requisition

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

Submitted Date 04/22/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: COMMUNITY SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Okmulgee	Location Code: 94	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Community Research and Development Director, the Community Specialist shall:
Principal Duties and Responsibilities:	<p>Develop, prioritize and implement project plans, programs, events, activities and meetings.</p> <p>Process work orders, answer phone calls.</p> <p>Maintain communication with community board members, volunteers, tribal departments, partners and coworkers. Determine appropriate responses to problems and emergencies.</p> <p>Organize supply distributions to centers, coordinate with communities regarding space usage, review inventory reports, review building/safety code compliance and community center use.</p> <p>Inform communities of Muscogee (Creek) Nation Title 11-Community updates, Executive Orders and other Muscogee (Creek) Nation rulings affecting chartered communities.</p> <p>Revise/disseminate policy and procedures, Community Research and Development's draft plans, draft community resolutions, educational materials; and review communications disseminated by chartered communities.</p> <p>Organize required catering services, rooms and communication equipment setup for quarterly training's and other meetings; perform community outreach seminars as needed, and coordinate with the community events sponsored by other tribal departments.</p> <p>Conduct community meetings, elections and other community activities, as needed, when the Department of Community Research and Development performs community oversight responsibilities;</p> <p>Complete weekly, monthly and quarterly reports in a timely manner.</p> <p>Perform duties as directed by the Community Research and Development Director.</p>
Minimum Requirements:	Associate Degree, or one to two year's related experience and/or training; or equivalent combination of education and experience. Applicant must have knowledge of Microsoft Word, Excel, and PowerPoint.
Preferred Requirements:	Experience with Muscogee (Creek) Nation's Chartered Communities, or other nonprofit organization clientele. Applicant must have public



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	speaking/presentation experience. Knowledge of Quickbooks accounting software would be helpful.
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

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.



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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.