



**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 08/25/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COMMUNITY SPECIALIST</b>			
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 Community Research and Development Director, the Community Specialist shall develop, prioritize, and implement tactical project plans, including programs, events, activities and meetings.
Principal Duties and Responsibilities:	Maintain working relationships with 24 Chartered Communities of the Muscogee (Creek) Nation, Tribal Programs and Muscogee (Creek) Nation Citizens. Coordinate with MCN Communities and Tribal Programs for events and activities. Collect and distribute educational materials to the MCN Communities. Assist MCN Communities with policies, community elections, constitutions, parliamentary procedures, meetings and any other aspect associated with MCN Chartered Communities. Determine appropriate response to problems and emergencies. Complete weekly, monthly and quarterly reports. Schedule and organize required quarterly training session with the MCN Chartered Community Board of Directors. Process work orders, answer phone calls and maintain a phone/mail log. Applicant must have experience and training of Microsoft Word, Excel, and Quickbooks financial software. Perform other duties as assigned.
Minimum Requirements:	Associates Degree or one to two year's related experience and/or equivalent combination of education and experience. Applicant must possess a valid driver's license, submit to and pass all necessary background and drug test. Strong Financial background a plus.
Preferred Requirements:	Bachelors Degree in Business and Finance
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**



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- 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.

#### 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.