



**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 05/03/2022	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MVSKOKE MEDIA REPORTER</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
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:	Contributes to content production by reporting, writing, video/audio production and photography.
Principal Duties and Responsibilities:	Generates and pursues independent news leads, receives and completes assignments from Managing Editor, gathers and verifies factual information through interviews, observation and research for news tips. Understands use of AP Style guidelines. Must understand FOIA and how to request documents from government agencies. Organizes materials according to prescribed format. Produces news pieces ranging from long to short form, features, human interest and government reporting. Able to navigate news production processes including adhering to a deadline, submitting copy and making copy corrections. Publishes content on multiple digital platforms, including the Mvskoke Media website, and social media platforms. Produces digital video when assigned or is willing to learn. Assists in coverage of major news events, and breaking news to ensure high quality consistent community coverage. Coordinates with editorial and technical staff to facilitate the migration of multimedia content to news media platforms, including video, audio, still photos and graphics. Work with other departments, including sales and marketing, as needed on site and/or media initiatives that require content integration. Applies SEO best practices to every piece of content. Adheres to NAJA and SPJ code of ethics. Communicates professionally with peers and subjects.
Minimum Requirements:	: A degree in journalism, communications or at least three years working in the journalism field. Must provide a portfolio of published work, have basic knowledge of Mac OS, Google platforms, and publishing software.
Preferred Requirements:	A bachelor's degree from a four-year college or university or equivalent on job experience in the newsroom with an emphasis on written content.
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.

### MCN Policy Requirements:



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All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.