



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 06/03/2022	Employee Requisition Number ER-22288	JOB OPPORTUNITY	
Title/Position: EDITOR			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
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:	Manages the timely dissemination of accurate information produced by Mvskoke Media staff for multiple platforms, ensures accuracy and journalistic standards of reporting, prepares divisional reports and assists in administrative functions as directed.
Principal Duties and Responsibilities:	<p>Manages multimedia news production in a high-performance environment.</p> <p>Oversees the production of content in multiple formats, including web, social media, Mvskoke News, Mvskoke Vision, and Mvskoke Radio for the benefit of the Citizens of the Muscogee (Creek) Nation. Upholds journalistic ethical standards in news coverage.</p> <p>Evaluates leads to determine coverage format, style, and form in cooperation with the Assignment Editor</p> <p>Establishes and enforces style guides and editorial guidelines. Maintains a consistent archive of journal records and digital records.</p> <p>Edits content for style, tone, grammar, accuracy and journalistic integrity. Produces content when appropriate. Is accountable for the timeliness, style, production and overall news quality for Mvskoke Media. Assists in the creation and implementation of departmental goals and vision. Other duties as assigned.</p>
Minimum Requirements:	Undergraduate degree in Journalism, Mass Communication, English or related field with 2-3 years of experience as a news editor or writer with some management experience in the newsroom. Demonstrated mastery of written and oral communication skills. Ability to manage multiple projects, enforce deadlines and maintain quality in a high-volume, multi-channel publishing environment. High level of attention to detail. Ability to work both collaboratively and independently. Mastery of AP Style. Demonstrated interest in content. Fluency with basic office technology, including word processing, project management, spreadsheets, and Apple computers, Adobe Suite, and basic media equipment.
Preferred Requirements:	Graduate degree in Journalism or Mass Communication, English or related field and or equivalent experience as a news editor or writer. Demonstrated mastery of written and oral communication skills. Ability to manage multiple projects, enforce deadlines and maintain quality in a



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

	high-volume, multi-channel publishing environment. High level of attention to detail. Ability to work both collaboratively and independently. Mastery of AP Style. Demonstrated interest in content. Fluency with basic office technology, including word processing, project management, spreadsheets, and Apple computers, Adobe Suite, and basic media equipment.
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



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

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:

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.