



**SAFETY SENSITIVE POSITION**

**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 02/21/2023	Employee Requisition Number <b>ER-23245</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>EVENT COORDINATOR</b>			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: YOUTH SERVICES	Location: Okmulgee	Location Code: 903	FT/PT 1-Full Time

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

General Summary:	The Event Coordinator (EC) will engage in a variety of direct service activities to connect youth to culture, community and resources. The Event Coordinator will collaborate with other programs and community resource partners to host events for the Mvskoke Nation Youth Services Office. The Event Coordinator position will require some travel and evening/weekend responsibilities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>•Contribute to the ongoing development and implementation of the Mvskoke Nation Youth Service program goals.</li> <li>•Support program at program and tribal events and activities by planning event logistics, (supplies location, presentation confirmations, and on site event management) event facilitation and documentation of outcomes.</li> <li>•Participate in outreach efforts to promote program goals and activities.</li> <li>•Research and update tribal, local, state and federal resources and opportunities for youth.</li> <li>•Document services and assist with tracking of program outcomes.</li> <li>•Assist clients with accessing services and resources to meet their goals.</li> <li>•Apply best practice standards to work with youth and families in the areas of positive youth development, leadership, advocacy, etc.</li> <li>•Ability to successfully use social media and other technology.</li> <li>•Dress and conduct self in a professional manner befitting the position, program and the Muscogee (Creek) Nation.</li> <li>•Report suspected child abuse/neglect as required by tribal, state, and federal laws.</li> <li>•Report threats of self-harm or injury to others as required by tribal, state, and federal laws and provide safety planning and referrals as needed.</li> <li>•Maintain client confidentiality.</li> <li>•Other duties as assigned.</li> </ul> <p>Skill Sets:</p> <ul style="list-style-type: none"> <li>•Must be able to work as a team player and as well as having skills to work independently to manage projects and tasks.</li> <li>•Must be able to use critical thinking skills.</li> <li>•Must have customer service experience.</li> </ul>



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	•Must be able to pass a background check and drug screen.
Minimum Requirements:	High School Diploma and 3 years' experience in Event Planning and direct youth services work.
Preferred Requirements:	Associates Degree and 5+ years' experience in Event Planning.
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



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Risk of electrical shock

Vibration

Loud Noise

### **Would this Open Position be considered a Safety Sensitive Position?** Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION **(No failed drug test is tolerated)**.

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

### **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.

### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a.



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Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.