### JOB OPPORTUNITY

**COMMUNITY SPECIALIST**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
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<tbody>
<tr>
<td>SG 10</td>
<td>$31,865-$41,579</td>
<td>Full Time</td>
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**Location:** Okmulgee

**Location Code:** 94

**FT/PT:** 1-Full Time

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

**General Summary:**
Under the supervision of the Community Research and Development ("CR&D") Director, the Community Specialist shall:

**Principal Duties and Responsibilities:**
Develop, prioritize, and implement project plans, programs, events, activities and meetings.

Must be able to communicate with Community Board of Directors, Tribal Departments, Partner, coworkers and determine appropriate responses to problems and emergencies.

Coordinate with Chartered Community Board of Directors for supply distributions, space usage, inventory reports, building/safety code compliance.

Knowledgeable of MCN Codified Title 11 and any updates, executive orders and other MCN rulings affecting Chartered Communities.

Assist & review Chartered Community's Constitutions, policy & procedures, resolutions, educational material, work orders

Conduct meeting, elections, and community events, as needed, when CR&D performs community oversight responsibilities.

Knowledgeable in Robert's Rules of Order.

Must be able to work some evenings.

Complete weekly, monthly and quarterly reports.

Must have public speaking and presentation experience.

Organize catering service, rooms, and communication equipment/resource booth setups for the Departments Quarterly Trainings.
### Muscogee (Creek) Nation
#### Human Resource Management Services

#### Employee Requisition

<table>
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<th>Perform additional duties as required by the CR&amp;D Director.</th>
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<tr>
<td><strong>Minimum Requirements:</strong></td>
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<tr>
<td>Associate Degree or one to two year's related experience and/or training; or equivalent combination of education and experience. Applicant must have training in Microsoft Word, Excel, Power Point and Quick Books.</td>
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<tr>
<td><strong>Preferred Requirements:</strong></td>
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<tr>
<td>Associate Degree in Business</td>
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<tr>
<td><strong>Valid Oklahoma Driver’s License required?</strong></td>
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<tr>
<td>Yes</td>
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<tr>
<td><strong>Please list any additional licenses required:</strong></td>
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#### Customer Service:
Respects promptly to customer needs; Responds promptly to voicemails and emails.

#### Professionalism/Interpersonal Skills:
Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

#### Time Management:
Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

#### 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.

#### Analytical Skills:
Collects and researches data; Uses intuition and experience to complement data.

#### Teamwork:
Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

#### Leadership:
Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

#### Ethics:
Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

#### 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, including cyber security.

#### Attendance/Punctuality:
Regular and on time attendance. Arrives at meetings and appointments on time.

#### Dependability:
Follows instructions, responds to management direction; Takes
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
- Risk of electrical shock
- Outside weather conditions
- Vibration
- Toxic or caustic chemicals
- 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 lose 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. 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.