



MCN Employment and Training Mvskoke Leadership Program 2024

The Mvskoke Leadership Program is committed to providing comprehensive resources designed to assist participants with professional experience, skill development and knowledge related to their field of study. Participants attend a series of leadership workshops and training sessions during the course of the program. Muscogee (Creek) Nation provides exposure to history, governance process and strategic initiatives. There are increased opportunities to meet with current leaders in a small group setting strengthening communication interaction.

Goals

- To gain professional experience, skills, and knowledge related to the participant's field of study.
- To be aware of the Muscogee (Creek) Nation's culture, history, and traditions.
- To become engaged in workforce opportunities within the Muscogee (Creek) Nation.
- To increase learning through service.

Benefits to the Participant

There are clearly developed learning objectives during this internship. Supervision is provided by the professional with experience and education/ professional background in the field of experience. Participants receive routine feedback from the on-site supervisor.

Benefits to the Organization

The internship provides exposure to participants that bring new perspective and ideas to the organization. The organization will have the opportunity to utilize candidates for temporary or seasonal positions and projects. Professional staff will have more opportunity to pursue other projects. This program provides flexible and cost-effective workforce not requiring long-term commitment. This would also provide a cost-effective way to recruit and evaluate potential employees.

Summary:

- Attend a series of leadership workshops and training sessions during the course of the program.
- Learn more about the Muscogee (Creek) Nation history, governance process and strategic initiatives.
- Meet with current leaders in a small group environment, thereby increasing the opportunity for high quality, one-on-one interactions.
- Learn more about leadership positions associated with Creek communities, MCN Branches of Government.
- Develop lifelong relationships with other participants in the Mvskoke Leadership Program.
- Strengthen communication and teambuilding skills.
- Presentation about the leadership experience to be presented on the Reflection Day.



MCN Employment and Training Mvskoke Leadership Program Application Instructions

Admission to the MCN Mvskoke Leadership Program is through a competitive application process. Candidates must agree to a commitment of personal time and effort during the 10-week internship in addition to a financial commitment for travel expenses to attend workshops and activities. The types and availability of possible funding sources will be described if accepted into the program.

Candidates selected will be required to certify their commitment to:

- **Mvskoke Leadership Program Orientation**
- **Leadership Academy**
- **Attend MCN National Council Quarterly Session**
- **Attend Inter-Tribal of the Five Civilized Tribes (location TBA)**
- **Attend your local MCN community meetings**
- **Complete a minimum of 8 hours of community service**
- **Research and reflect MCN culture, governance, and history**

Participants are expected to attend all activities of the Mvskoke Leadership Program as well as the meetings/conferences in their entirety. Pre- and post-assignments are also part of the time required for successful completion of the program. While there is no charge to participate in the Mvskoke Leadership Program, travel and commitment of personal time should be considered when applying for this program.

Eligible Candidates:

- MCN tribal citizen and live within the MCN jurisdiction
- Classified as a current College Junior, Senior and Graduate student
- Current term GPA of 2.75

Applications:

Applications will be considered complete once MCN Employment and Training has received the following:

- **Completed and signed application form**
- **MCN Citizenship Card**
- **Social Security Card**
- **Valid Driver's License** (If applicable)
- **One-page resume with cover letter** Outline your educational background, honors, or recognitions, work experience, activities, special skills, etc.
- **Statement of professional interest (approx. 100 words)** Broadly describe your internship interests, future career goals, skills you're hoping to gain and ways in which you will contribute to your placement. Please do not specify the name(s) of any particular organization in this statement.
- **College transcript(s)**
- **Two Recommendation Forms with Letter of Recommendation attached.** (One recommendation must be from faculty member and one recommendation from a professional supervisor.)



MCN Employment and Training Mvskoke Leadership Program Application Instructions

References:

The application form, one-page resume with cover letter, MCN Citizenship Card, Social Security Card, Valid Driver's License, statement of professional interest, college transcript(s) and two letters of recommendation with recommendation forms (attached) are to be submitted in one application packet.

If necessary, references/recommendations can be sent separately by individuals completing the forms. Forms sent directly from references should be sent to Employment and Training at eta@muscogenation.com. Candidates are responsible, however, for ensuring that these items reach MCN Employment and Training by the application deadline. Forms received after the due date will cause the entire application package to be ruled ineligible, even if this is due to a reference being late.

Application Instructions:

In order for your application to be considered, MCN Employment and Training must receive all completed materials by the application deadline of **April 30, 2024**. Incomplete applications or applications received after this date will not be considered. If you have any questions, please contact Employment and Training at eta@muscogenation.com or 918-732-7773. Receipt of complete applications will be acknowledged by email. ***All applicants will be notified of their acceptance status no later than May 6, 2024.***



MCN

**Mvskoke Leadership Program
Application Form 2024**

MCN Employment and Training welcomes your application to the MCN Mvskoke Leadership Program. Please complete all sections of this form as applicable and enclose the required documents.

Name: _____
First Middle Last (Maiden)

Physical Address: _____
(Street) (City) (State) (Zip) (County)

Mailing Address: _____
(P.O. Box) (City) (State) (Zip)

Required E-mail: _____ Male/Female: _____

Do you have a valid Driver's License? _____ Have you served in the military? _____

Are you a spouse of a Military Veteran? _____

MUSCOGEE (CREEK) Blood Quantum: _____ DOB: _____ SSN: _____

Marital Status: Single Married Separated Divorced Widowed

Home Phone#: _____ Mobile Phone#: _____ Work Phone#: _____

Emergency Contact Name: _____ Relationship to you: _____

Address: _____ Phone # 1: _____ Phone #2: _____
(Street) (City) (State) (Zip)

EDUCATION

School	Name/Location	Dates Attended	Last Grade Completed	Diploma/Major	Date Completed/Graduated
College					
Technical School					

I certify that I have reviewed this application and that the information given is true to the best of my knowledge.

I am also aware that the information I have provided is subject to review and verification and I may have to provide documents to support this application.

I am also aware that I am subject to immediate termination if I provide false information and may be prosecuted for fraud and/or perjury.

I allow the release of this information for verification purposes and understand that it will be used to determine eligibility.

I understand that I am responsible for providing written documentation to the ETA Office immediately to report the following changes: address, phone number, name or other information pertaining to my record.

I grant MCN ETA permission to obtain information from the Emergency contact person listed within the application.

I understand that data will also be used for reporting purposes and will be shared with the United States Department of Labor and the United States Department of Health & Human Services.

Print Name: _____ Date: _____

Signature: _____ Date: _____

A complete application packet includes:

- Application Form with signature below
- MCN Citizenship Card
- Social Security Card
- Valid Driver's License
- One-page Resume with Cover Letter
- Statement of Professional Interest
- College Transcript
- Two letters of Recommendation with the Recommendation Forms

Please send all materials by April 30, 2024

to: Employment and Training

eta@muscogeenation.com

In order to accomplish the objectives of the MCN Employment and Training Mvskoke Leadership Program, the full commitment and participation of each individual selected is necessary. Participants are expected to attend all workshop sessions as well as attend other meetings in their entirety. Individuals will be removed from the Mvskoke Leadership Program if he/she does not perform in compliance with the stated requirements.

If selected, I am fully prepared to be an active participant and devote the time and energy required to complete the program. My signature below (electronic signature is acceptable) indicates that I understand the requirements for participation in the MCN Employment and Training Mvskoke Leadership Program and have completed this form to the best of my knowledge.

Signature: _____ Date: _____



MCN Employment and Training Mvskoke Leadership Program Recommendation Form

The Mvskoke Leadership Program is committed to providing comprehensive resources designed to assist participants with professional experience, skill development and knowledge related to their field of study.

Your evaluation will be an important part of the candidate's application. We are interested in your assessment of the applicant's past achievements as well as future potential.

Applicant's Name: _____

Recommender's Name: _____

Recommender's Signature: _____

Date: _____

SECTION I: Evaluation of Candidate

Rate the candidate by placing one "X" per row in the appropriate column for the following dimensions:

Dimension	Below Average	Average	Above Average	Outstanding	Unable to Judge
Leadership Ability					
Leadership Potential					
Interpersonal Skills					
Intellect					
Maturity					
Initiative/Motivation					
Commitment to Mvskoke Leadership Program					

SECTION II: Letter of Recommendation

Please attach a letter of recommendation.

Please consider the following components within your comments.

1. Examples/observations that demonstrate the candidate's potential for leadership.
2. Attest to the candidate's commitment to the mission and vision of MCN Employment and Training Mvskoke Leadership Program.
3. Address the candidate's demonstrated strengths and successes.
4. Why you believe that the candidate is well suited for the MCN Employment and Training Mvskoke Leadership Program.

Electronic signature is acceptable. Thank you for providing this recommendation. Please return the completed form and recommendation letter to Employment and Training eta@muscogeenation.com.

Must be received by May 6, 2024.