



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 07/22/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: PROJECT COORDINATOR			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Okmulgee	Location Code: 300	FT/PT 1-Full Time

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

General Summary:	Provides various types of professional and technical assistance in planning and implementing Muscogee (Creek) Nation CDFI, Mvskoke Loan Fund, projects within the eleven (11) counties of the Muscogee (Creek) Nation Service Area as well as the State of Oklahoma. Provide professional accredited credit counseling; provide financial education and financial management.
Principal Duties and Responsibilities:	<p>Include the following. Other duties may be assigned.</p> <p>Business Coach (Financial Management): Provide Professional accredited credit counseling to Muscogee (Creek) citizens and members of federally recognized tribes; need not be applying for a small business loan.</p> <p>Preparation of cash-flow statements, personal budgeting forms, debit-to-income ratios and liquidity.</p> <p>Plans office activities and work projects and assigns unit supervisory personnel responsibility for carrying out and completing specific projects and duties.</p> <p>Coordinates activities of various office units in order to provide designated functions or services with minimum delay and optimum efficiency and accuracy.</p> <p>Informs supervisory personnel of changes or interpretations of laws, codes, programs, policies and procedures.</p> <p>Manages a variety of general office activities by performing the following duties personally or through subordinate supervisors.</p> <p>Maximizes office productivity through proficient use of appropriate software applications. Researches and develops resources that create timely and efficient work flow.</p> <p>Provide community outreach for the Mvskoke Loan Fund, including attending local community meetings, local chamber of commerce meetings and conduct financial trainings within community centers.</p> <p>Create and implement assessment of community centers financial and educational resources.</p> <p>Administrator/Editor of all Mvskoke Loan Fund social media accounts.</p>
Minimum Requirements:	Bachelor's degree (B.A.) from four-year College or University; or one to



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	two years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	MBA Accounting or Finance
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

Disclaimer:



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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.