



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 11/09/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: EDITOR		er-17067	
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: MVSKEKE MEDIA	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

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

General Summary:	Summary: Responsible for the print and online version of the Muscogee Nation News. The general duties are: copyediting, layout and design, writing, material organization, coverage assignments, staff coaching, inter-subsidary coordination and online formatting.
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities: This includes the following and others as assigned.</p> <p>Receives news copy, photographs and ads to organize into an edition.</p> <p>Confers with management on developing staff performance through editorial/departmental and Muscogee (Creek) Nation policy and helps develop changes/additions to these.</p> <p>Determines story placement based on relative significance, available space, relation to other material and knowledge of layout principals.</p> <p>Establishes a workflow system for reporters and designers to organize and place materials.</p> <p>Edits copy for grammar, spelling, punctuation, Associated Press style, brevity and clarity.</p> <p>Edits headlines and nutgrafs for brevity, clarity and noticeability.</p> <p>Organizes and maintains weekly story lists and ideas, brings new leads to weekly meetings and distributes them throughout the week.</p> <p>Coaches staff on best editorial practices and ethics as well as departmental/editorial policy.</p> <p>Makes recommendations to manager regarding paper staff and department operations.</p>



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	<p>Works with Graphic Design team to improve aesthetic quality and story telling attributes of publication visuals.</p> <p>Proactively works with project specialist to grow ad revenue.</p> <p>Coordinates with printing company for timely distribution of publication as well as upkeep of hard copy quality.</p> <p>With support from the manager, coordinates with citizens, officials and other MCN departments/programs regarding coverage concerns and recommendations as well as article, obituary and community calendar submissions.</p> <p>Edits photos to enhance visual quality and meet printing company specifications.</p> <p>Works with radio and television outlets to cross-train in respective disciplines, focusing on increasing multi-platform output and collaborates with them on coverage, both in gathering materials and publishing them.</p> <p>Develops knowledge of Muscogee (Creek) culture, history and law, sharing it with staff to incorporate in coverage.</p>
<p>Minimum Requirements:</p>	<p>Education and/or Experience A bachelor's degree from a four-year college or university or five years of experience in newsroom production. Must possess a working knowledge of best editorial ethics, semantics and practices.</p>
<p>Preferred Requirements:</p>	<p>Computer Skills To perform this job successfully, an individual should have knowledge of Adobe software, especially InDesign and Photoshop; Macintosh computers and the Mac operating system (OS); Google and Adobe platforms; mobile OSs; WordPress; Microsoft Word and Excel; Facebook; Twitter; Instagram and LinkedIn.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

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.



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- 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:

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.