



**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 09/13/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MARKETING COORDINATOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: TOURISM & RECREATION	Location: Okmulgee	Location Code: 301	FT/PT 1-Full Time

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

General Summary:	Coordinates marketing and advertising projects for the Tourism & Recreation Department. Responsible for managing the online presence of the department. Assists in developing and executing events related to tourism.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Coordinates advertising schedules and placement</li> <li>• Manages social media for tourism, recreation and Muscogee Nation Festival</li> <li>• Manages departmental websites</li> <li>• Assist in planning and executing the annual Muscogee Nation Festival</li> <li>• Coordinates the creation and production of sales, marketing, and packaging materials.</li> <li>• Must be able to perform community outreach for the success of the Muscogee Nation, its entities, and events</li> <li>• Coordinates trade show exhibits, promotions, packaging, shipping, and staff travel plans, and travels to and participates in trade shows when necessary</li> <li>• Assist in planning, developing and executing departmental events</li> <li>• Reviews specification sheets, obtains and prepares bids, and acts as liaison with vendors in such areas as delivering marketing material, scheduling proofs, and meetings</li> <li>• Compiles and produces sales and marketing reports</li> <li>• Tracks, collates, and maintains inventory of marketing materials</li> <li>• Availability to work the Muscogee (Creek) Nation Festival; holidays, evenings and weekends may be obligatory to work</li> <li>• Perform any and all reasonable duties and responsibilities as necessary</li> </ul>
Minimum Requirements:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be necessary to lift items up to 50 pounds. Must have a valid Oklahoma Driver's License.



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	Bachelor's Degree or equivalent from a four-year university; and/or three years related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	<p>Language Skills</p> <p>Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p>Computer Skills</p> <p>To perform this job successfully, an individual should have knowledge of social media management, Microsoft Office programs and some knowledge of website management.</p>
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:**



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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.