



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 10/18/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: SPECIAL PROJECT COORDINATOR			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Program Development Director, the Special Projects Coordinator will coordinate initiatives and programming to build capacity within the Department of Education and Training. This position will be expected to work with all programs across the Department of Education and Training.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Research possible projects, initiatives, legislation, and other capacity building opportunities 2. Accountability for individual project results 3. Assist Program Development Director in hiring and management of program staff 4. Implementation of program goals, objectives, and timelines 5. Complete outreach to schools, focused on relationship building and possible partnerships 6. Report to Program Development Director as necessary to solve any issues throughout project cycle 7. Ability to effectively communicate with team members and stakeholders to develop supportive and collaborative partnerships consistent with relevant college, departmental and governmental policies. 8. Collect and Analyze program data to identify possibilities for growth. 9. Participate in professional conferences and other self-directed professional development activities. 10. Schedule and facilitate meetings with professional standards 11. Complete reports in a logical and applicable manner and exhibit superior interpersonal and problem-solving skills. 12. Dedicate time and effort to effective programming and overall student achievement 13. Perform other coordinating duties as assigned.
Minimum Requirements:	Bachelor Degree in a related field
Preferred Requirements:	Master Degree with experience working in Indian Education/federal programs.
Valid Oklahoma Driver's License	Yes



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required?	
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:

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: