

**Muscogee (Creek) Nation**  
**Human Resource Management Services**

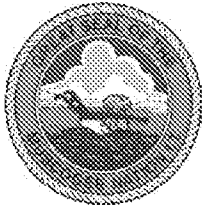
Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 02/01/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PROJECT DEVELOPMENT COORD</b>			
Pay Grade SG 14	Salary Range \$51,188-66,809	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:	This position will perform a variety of tasks to support the Secretary of the Nation and Commerce, economic development projects and other special projects as needed.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Provide project coordination support by compiling information from multiple sources, tracking timeliness, progress of action plans and items, coordinating resources and materials, and updating project reports. Individual will need to combine information into a report format for presentation and informational purposes.</li> <li>• Project Development Coordinator will need to be able to work independently with initiative to complete tasks.</li> <li>• Independently research, assemble, develop and prepare reports for projects.</li> <li>• Be able to plan and coordinate events as needed.</li> <li>• Draft internal and external written correspondence, edit memos, proposals, reports and other documents.</li> <li>• Provide budget management support by assisting with budget preparation, input, and monitoring budget items, as well as preparing spreadsheets and management reports.</li> <li>• Attend, lead and participate in meetings as required including recording notes, preparing agendas and being informed of topics.</li> <li>• Be motivated, professional, courteous and detail orientated.</li> <li>• Assist in the timely formulation and completion of all quarterly reports.</li> <li>• Perform other duties as assigned.</li> </ul>



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	<p>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 essential functions.</p> <ol style="list-style-type: none"> <li>1. Plan, organize, and coordinate work across and within different organizational units</li> <li>2. Organize, set priorities and exercise sound independent judgment within areas of responsibility</li> <li>3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies</li> <li>4. Understand, interpret, explain and apply tribal, federal and state law and regulations applicable to the application for and administration of grant awards</li> <li>5. Ability to communicate effectively in oral written formats, including proposal and grant writing</li> <li>6. Operate a computer and standard business software</li> <li>7. Prepare clear, accurate and concise records and reports</li> <li>8. Establish and maintain effective working and networking relationships with departmental staff, regional partners, representatives of funding agencies, governmental and outside auditors, businesses and others encountered in the course of work</li> </ol>
Minimum Requirements:	Bachelor's Degree or relevant experience related to the development of economic and/or tribal programs and projects.
Preferred Requirements:	Master of Business Administration
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.



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- 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:**

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.