



**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 04/04/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MULTIMEDIA SPECIALIST</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: PUBLIC RELATIONS	Location: Okmulgee	Location Code: 61	FT/PT 1-Full Time

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

General Summary:	The Public Relations Specialist will report to the public relations manager while working on projects. Specialist is responsible for shooting photos, writing releases/articles, sharing coverage and information on social media. Must have strong writing skills and ready to work in a fast paced atmosphere and at times work long hours.
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Responsible for event coverage as assigned, which may include: photos, an article/release or video.</li> <li>• Collect, verify and analyze thoroughly newsworthy information</li> <li>• Write press releases, speeches, and other PR copy</li> <li>• Respond to information requests from the media</li> <li>• Support social media efforts, including drafting posts</li> <li>• Help to maintain the Muscogee (Creek) Nation's image</li> <li>• Collaborate on projects/events with other PR team members and MCN Departments</li> <li>• Capturing digital images for event coverage and public relations advertising.</li> <li>• Maintain notes and audio recordings</li> <li>• Maintains digital files for future usage by departments and MCN entities.</li> <li>• Assist in the development of advertising campaigns, including both print and digital</li> </ul>



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	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>
Minimum Requirements:	A clean driving record and current driver's license is also required. Familiar with Apple/Mac products and programs. 1 year experience in journalism/public relations or related educational experience.
Preferred Requirements:	BS/BA in mass communications, public relations, media or journalism; or four years related experience and or training; or equivalent combination or education and experience. Strong computer skills. Have knowledge of Microsoft Office Software, Associated Press writing style, Adobe Creative Cloud including Photoshop.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

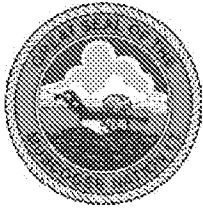
- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly 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.



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While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> 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.