



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 06/03/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MULTIMEDIA SPECIALIST			
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 Multi Media Specialist will report to the Public Relations Manager/Director while working on projects. Specialist will serve as the Director/Manager's primary writer of the PR team. Writing for MCN programs and services, media, tv/radio production and news releases. Assist supervisor with press conference coordination. Must have strong writing skills and ready to work in a fast paced atmosphere and at times will require longer hours.
Principal Duties and Responsibilities:	Essential Duties and Responsibilities include the following. Other duties may be assigned. Drafting news releases, making contact with the media who can broadcast our information or print material. PR specialists may represent employer at presentations and community functions. Your job is to work in concert with supervisor to keep citizens and public informed through digital strategies as well as traditional communication. You will be the department's primary writer/reporter and required to work with a camera person and/or videographer. Copywriter for print and digital media. Attend training and seminars to implement new technologies and processes to introduce to the organization. Assist with writing for weekly shows and productions. Coordinate with supervisor to produce PSA's and commercials for mass distribution. Multi Media Specialist must adhere to deadlines and tight work schedules, long hours. On-call schedule may be required in absence of supervisor. Must be familiar with social media.
Minimum Requirements:	A clean driving record and current driver's license is also required (car not necessary). Familiar with Apple Mac products and programs. Camera and video experience helpful.
Preferred Requirements:	BS/BA from a four-year college or university in mass communication, public relations, media or journalism; or four years related experience and/or training; or equivalent combination of education and experience. Strong computer skills. Have knowledge of Microsoft Office Software, Word Processing Software, Final Cut Pro Software, Adobe Creative Suite including Photoshop and InDesign.



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Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Strong computer skills. Have knowledge of Microsoft Office Software, Word Processing Software, Final Cut Pro Software, Adobe Creative Suite including Photoshop and InDesign.

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.



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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.