



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 08/06/2019	Employee Requisition Number ER-19255	JOB OPPORTUNITY	
Title/Position: REPORTER			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: MVSKEKE MEDIA	Location: Okmulgee	Location Code: 62	FT/PT 1-Full Time

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

General Summary:	Contributes to Mvskoke Media in aspects including: reporting, writing, video/audio production and photography.
Principal Duties and Responsibilities:	<p>Receives assignment or evaluates news leads and news tips to develop story ideas.</p> <p>Gathers and verifies factual information regarding story lead through interview, observation and research.</p> <p>Organizes material, determines slant or emphasis and writes/produces story according to prescribed editorial style and format standards.</p> <p>Edits/produces or assists in editing/producing for publications/broadcasts of the Mvskoke News, Mvskoke Radio and MvskokeVision.</p> <p>Assists managing editor with news stories and updates for the newspaper, podcasts and radio/TV shows by establishing Mvskoke Media within all tribal departments of Muscogee (Creek) Nation (MCN) as well as communication with community centers, tribal towns and tribal churches within the MCN jurisdiction regarding content retrieval.</p>
Minimum Requirements:	A High School Education or GED and a basic knowledge of/or a base knowledge to learn Macintosh computers and the MAC Operating system (OS), Google platforms, mobile assistant, Acrobat, WordPress, IndDesign, Photoshop, Microsoft Office, along with social media platforms to include Facebook, Twitter, Instagram and LinkedIn.
Preferred Requirements:	An Associates degree from a two-year college, or two-years of experience in newspaper production, or an equivalent combination of both.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	N/A

Competencies:



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- 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:

- | | | |
|--|---|---|
| <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.