



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 12/30/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ROYALTY COORDINATOR			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: YOUTH SERVICES	Location: Okmulgee	Location Code: 903	FT/PT 1-Full Time

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

General Summary:	The Royalty Coordinator will be responsible for coordinating, planning, and implementing activities of the Muscogee (Creek) Nation Scholarship Pageant and ambassador engagement. The Royalty Coordinator will mentor selected royalty to serve as ambassadors of the Muscogee (Creek) Nation, to promote education, and to carry out their personal platforms. The Royalty Coordinator position will require some travel, evening/weekend responsibilities and flexibility
Principal Duties and Responsibilities:	<p>Contribute to the ongoing development and implementation of MNYS and pageant program goals.</p> <p>Maintain current policies for pageant and royalty activities.</p> <p>Coordinate all pageant and royalty program activities, projects and events.</p> <p>Prepares program activity, budgetary and other reports as needed.</p> <p>Recruit and prepare potential candidates for competition</p> <p>Mentor selected royalty to serve as ambassadors of the Muscogee (Creek) Nation, to promote education, and to carry out their personal platforms.</p> <p>Support selected royalty in developing and achieving a personal wellness plan.</p> <p>Manage program calendar and coordinate royalty appearances.</p> <p>Serve as the primary royalty chaperone.</p> <p>Plan and direct development and communication of information designed to keep public informed of pageant and royalty activities, including updating pageant website, social media and marketing materials.</p>



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	<p>Process and monitor program funding requests, purchases, and receipts.</p> <p>Monitor and maintain program inventory and supplies.</p> <p>Manage pageant committee and other volunteers through scheduled meetings, volunteer training, and coordination of volunteer assignments.</p> <p>Participate in outreach efforts to promote program goals and activities.</p> <p>Create and facilitate leadership, personal development and life skills opportunities for youth ages 12-24.</p> <p>Document services and assist with tracking of program outcomes.</p> <p>Assist clients with accessing services and resources to meet their goals.</p> <p>Apply best practice standards to work with youth and families in the areas of positive youth development, leadership, advocacy, etc.</p> <p>Dress and conduct self in a professional manner befitting the position and the Muscogee (Creek) Nation.</p> <p>Report suspected child abuse/neglect as required by tribal, state, and federal laws.</p> <p>Report threats of self-harm or injury to others as required by tribal, state, and federal laws and provide safety planning and referrals as needed.</p> <p>Maintain client confidentiality.</p> <p>Other duties as assigned.</p> <p>Must be able to work as a team player and as well as having skills to work independently to manage projects and tasks.</p> <p>Must be able to use critical thinking skills.</p> <p>Must be able to pass a background check and drug screen.</p>
<p>Minimum Requirements:</p>	<p>t: Associates Degree or 3 years' experience in event planning and direct youth services work.</p>
<p>Preferred Requirements:</p>	<p>Bachelor Degree in social services related field.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	



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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:

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.