



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 7/11/2024 9:31 AM	Employee Requisition Number ER-24421	JOB OPPORTUNITY	
Title/Position: LANGUAGE COORDINATOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: Mvskoke Language Revitalization Department	Location: Okmulgee	Location Code: 107	FT/PT Full Time

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

General Summary:	The Mvskoke Language Coordinator/Instructor Support is tasked with maintaining and improving upon the Mvskoke Language classes and curriculum that are taught at public schools within the Mvskoke Reservation. They are the main point of contact between public education institutions and the Mvskoke Language Program, as well as the main support for instructor staff.
Principal Duties and Responsibilities:	Plans, organizes, directs, and manages the day to day activities regarding the virtual and in-person Mvskoke language instruction that takes place at public schools <ul style="list-style-type: none"> • Manage the OpenLMS Mvskoke Language virtual courses, their set up, course updates, and adjustments • Acts as the liaison between OpenLMS staff, public school administrators and the Mvskoke Language Program • Keeps up to date on students' grades and send quarterly/semester reports on class performances to school administrators. • Updates JOM and schools on any registration dates, due dates, MOU dates and yearly resubmissions, termination dates, and all other coordinating documentation needs. • Ensures implementation of program goals, objectives, and timelines • Coordinate Mvskoke Language instructors' schedules and advise on curriculum for classes, assessments, activities, etc Become well-acquainted with virtual courses platform and advise others on



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	<p>how to use it</p> <ul style="list-style-type: none"> • Schedule and facilitate meetings both internally and externally with schools and other institutions. • Create new content for both virtual Mvskoke classes and in-person Mvskoke classes when needed • Complete reports in a logical and applicable manner and exhibit superior interpersonal and problem-solving skills • Participate in professional conferences and other self-directed professional development activities • Ability to effectively communicate with team members and schools to develop supportive and collaborative partnerships consistent with relevant college, departmental, and governmental policies • Perform other duties as assigned
<p>Minimum Requirements:</p>	<p>Education: High School Diploma Experience: 5 years of related project coordinating experience Special Skills: Excellent verbal and written communication skills.</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal, negotiation, and conflict resolution skills. ▪ Excellent time management skills and ability to meet deadlines. ▪ Strong leadership skills. ▪ Mid/High-Beginner Mvskoke Language ability. ▪ Strong computer skills and comfortability using computer programs. ▪ Ability to act with integrity, professionalism, and confidentiality. ▪ Ability to prioritize tasks and to delegate them when appropriate
<p>Preferred Requirements:</p>	<p>Education: Bachelor's degree in a related field Experience: Experience working with Indian Education and/or education institutions Certification and licenses: Mvskoke Language Certificate Preference: Muscogee and Indian Preference</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	<p>n/a</p>



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Customer Service:	Responds promptly to customer needs; Responds promptly to voicemails and emails.
Professionalism/ Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
Time Management:	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
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.
Analytical Skills:	Collects and researches data; Uses intuition and experience to complement data.
Teamwork:	Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
Leadership:	Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.
Ethics:	Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.
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, including cyber security.
Attendance/Punctuality:	Regular and on time attendance. Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction; Takes responsibility for own actions.

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

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 |



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Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: **If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- None of these apply

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,



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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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.