



Internal Communications Specialist

Council Oak-Communications

VACANCY ANNOUNCEMENT: VA 25-142

STARTING SALARY: Negotiable

CLOSING DATE: Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to manage internal communications to enhance employee engagement, disseminate information effectively within the Health System, and serve as a bridge between departments and leadership. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: A Bachelor's Degree in Communications, Business Administration, Marketing, Journalism, or a related field is preferred. An Associate's Degree is required. A minimum of one (1) years of relevant experience is required. An equivalent amount of experience may be substituted for the educational requirement. A valid Driver's License is required.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application. Knowledge and skill sufficient to perform a moderately difficult range of nursing care.

- Strong written and verbal communication skills to effectively engage diverse audiences.
- Proficiency in editing and creating content for various platforms, ensuring consistency with organizational messaging.
- Experience managing internal and external communication channels, including websites, intranet platforms, digital signage, and LED systems.
- Strong organizational and time management skills to handle multiple projects and meet deadlines.
- Attention to detail for ensuring accuracy in signage, publications, and messaging.
- Basic photography and editing skills for documenting events and creating visual content.
- Experience with graphic design and website management is a plus.

APPLICATION PROCEDURES: Apply online at Department of Health Application. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date