



**Human Resources**  
**P.O. Box 1118**  
**Okmulgee, OK 74447**

**POSITION:** CHS Marketing Coordinator-Okmulgee/Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-116

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two 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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to plan, develop, direct and coordinate marketing activities within the CHS program and entities involved with CHS. Travel is required. Incumbent must be insurable to drive a GSA vehicle. This position will be located at the Okmulgee CHS Office in Okmulgee, OK and Council Oak Comprehensive Healthcare in Tulsa, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Bachelor's degree in Marketing or Business related field. Two (2) years of marketing/sales or medical services and products experience. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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**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.

1. Knowledge and experience of the principles and procedures of marketing including marketing research, marketing plan development, material development, product definition, pricing strategy development, and relations improvement to maintain a market program for Contract Health Services.
2. Knowledge of medical terminology
3. Knowledge of regulatory requirements affecting admissions and marketing
4. Knowledge and skill to utilize a PC in a Windows environment and to operate other necessary office equipment
5. Ability to plan, organize and prioritize work.
6. Ability to work and collaborate with others.
7. Ability to communicate effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.

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**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 Jeremy Smith at (918) 762-0302. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date