



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

POSITION: Communication Specialist-Council Oak
VACANCY ANNOUNCEMENT: CN-24-139

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

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, 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 the position is to facilitate external and internal communications on behalf of the Public Health System and to serve as liaison between the Public Health Department and MCN Public Relations, as well as external entities as appropriate. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Business Administration with emphasis in Marketing, Communications, Journalism, or related area of study is preferred, An Associates is required. A minimum of one (1) years of relevant experience is preferred. 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.

1. Ability to communicate courteously and effectively with others.
 2. Ability to utilize a personal computer and its applications in a Windows environment.
 3. Ability to proofread typed material for contextual, grammatical, and spelling errors.
 4. Ability to accomplish numerous tasks and complete projects under rigid time constraints and deadlines.
 5. Ability and skill to plan, develop and implement a Public Relations/Marketing program designed to heighten public awareness, health promotion and education.
 6. Knowledge of community development and advertising.
 7. Knowledge of basic photography and editing
 8. Ability to develop and manage social media and web sites.
 9. Content writing experience for all media platforms.
 10. Proven social media and networking expertise.
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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 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