



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Food Sovereignty Program Coordinator
Department: Food Sovereignty Program
Supervised by: Chief Operations Officer 1
Pay Grade: E1 \$44,628 - \$58,017 DOQ
FLSA: Full-Time; Exempt

Position Summary: This position will be responsible for developing the Food Sovereignty Program aligned with the vision and support of the Tribal Community. In order to grow the program, the Food Sovereignty Program Coordinator will develop partnerships and secure grant funding.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Primary manager and program administrator for all FSP-related projects
- Create and manage long-term programmatic goals.
- Will work to create a sustainable community food system.
- Train and supervise all FSP staff to develop the technical skills and cultural awareness that provide community members access to sustainable, culturally appropriate foods.
- Organize projects and activities in coordination with the mission and goals of the Bishop Paiute Tribe, the Environmental Management Office, and the Food Sovereignty Program.
- Prioritize bio-regional adaptation of foods to ensure local seed availability for years to come
- Develop an annual management plan that utilizes all program funding efficiently.
- Conducts research, surveys, and studies of special projects and reports on as-needed-basis.
- Establish policies and programs to address specific problems and issues, including writing policies, if necessary, i.e., codes and ordinances.
- Prepare competitive applications for continued funding and ensure sound management of contracts.
- Develop and implement community-based education initiatives related to regenerative agriculture, traditional foods, and bioregional seed systems that promote food sovereignty.
- Participate regularly in community outreach events within the Tribal Community.
- Provide technical assistance in planning, development, implementation, and monitoring of community and residential garden projects.
- Coordinate/network with tribal, federal, state, and local officials and regional food producers.
- Emphasize traditional foods in food sovereignty initiatives that expand the reach of the program beyond reservation boundaries and increase tribal stewardship of such resources.
- Supervise all youth workers, volunteers, interns, and AmeriCorps Members working with the Food Sovereignty program.
- Attend/ present at community meetings, conferences, and training sessions.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High school diploma or GED required

- B.S. degree in Sustainable Agriculture and Food Systems, or related field preferred.
- Supervisory experience in related field.
- Experience with bioregional seed/crop adaptation is preferred
- Knowledge and experience in Geographic Information System (GIS) program/software is preferred.
- Grant Management experience preferred.

Other Requirements:

- Work with minimal supervision; follow oral and written instructions; communicate with supervisor and others; diagnose/analyze a problem and expediently perform the necessary repair work.
- Knowledge to operate safely required power tools and specialized hand tools as required.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must be available to be on call after hours, holidays and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions and consults with supervisor as needed.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Oral Communication* - the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* - the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* - the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality assurance.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- *Reliability* - the individual is consistently at work and on time, follows instructions, responds to management's direction, and solicits feedback to improve performance.
- *Organized* - the individual keeps clean and organized workspace, project/s files and construction documents.

- *Motivated* - the individual inspires self and others to get the job done and follow through with assigned tasks.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 75 lbs. Work is generally performed in the field. Exposure to moderate to excessive noise level. Work involves exposure to hazardous materials, infectious disease, dust, fumes or allergens, high risk or potentially dangerous situations, and interactions with the Tribal Community. Work occasionally requires the use of protective clothing, equipment, devices, or materials. Must be available to work evenings and/or weekends as requested. Tight time constraints and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____