



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Food Sovereignty Specialist
Department: Food Sovereignty Program
Supervised by: Food Sovereignty Program Coordinator
Pay Grade: NE1 \$16.12 - \$20.96 Hourly (\$33,529.60 - \$38,559.04) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: Management of this program will include initiating a sustainable and environmentally friendly food farm, launching a farmers' market, supervising program laborers, providing educational outreach to community growers, and working to secure funding to continue the Food Sovereignty Program. The main priorities of the program will be propagation of fruits and vegetables in a sustainable manner that is environmentally responsible and allows for distribution to the community along with economic development opportunities. The applicant must demonstrate the potential to succeed in the job and the ability to complete on-the-job training.

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

Job Duties:

- Plan, launch and maintain a sustainable and environmentally friendly food farm that will provide locally produced, affordable, well-balanced, and highly nutritional foods to tribal and neighboring communities
- Set farm budget and production targets
- Keep financial records and records of crops
- Work with Tribal environmental staff to utilize best management farming practices such as habitat conservation, irrigation efficiency, optimum soil health, organic/non-GMO produce and holistic management techniques whenever possible
- Establish a farmer's market venue on tribal land, welcoming all local growers, entrepreneurs, and entertainers
- Provide technical assistance in planning, development, implementation, and monitoring of community and residential garden projects.
- Create a food seed bank to lessen the dependence on remote food sources
- Develop and participate in community education and outreach activities that promote food sovereignty and food security
- Coordinate and network with regional food producers as needed
- Work with the FSP Coordinator to prepare grant funding reports and secure funding to continue the Tribe's Food Sovereignty Program into the future.
- Will lead 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/GED preferred and/or equivalent work experience.

- Two (2) years of experience in basic gardening, including the ability to use a variety of tools such as but not limited to: rototillers, weed whackers, and small saws.
- Experience with permaculture, aquaponics, and green house growing is preferred.
- Supervisory experience in related field 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 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. 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:* _____