



## JOB DESCRIPTION

Bishop Tribal Council  
Bishop, California

**Position:** Garden Specialist  
**Supervised by:** Food Program Specialist  
**Department:** Environmental Management Office  
**Pay Rate:** T-4, \$14.42-\$20.19/hr DOQ  
**FLSA:** Non-Exempt, Full-Time (30-40 hrs/wk depending on funding)

**Position Summary:** The Garden Specialist (GS) serves as daily oversight, operation and maintenance of the Food Sovereignty Program's (FSP) Garden site(s). The GS, with support from the Food Program Specialist, will be responsible for all aspects of farm management including: propagation of plants, out-planting, record keeping, crop rotations, harvesting and distribution. The GS will set yearly goals including harvest projections and ensure a rotation and continual supply of produce is available. The GS will coordinate local produce sales to entities such as the Bishop Indian Head Start and Bishop Elder's Program. In addition to cultivating modern foods, the GS will work to engage with traditional land management practices both in the garden(s) and in other relevant areas to further integrate traditional and culturally significant plants into the FSP. Weekly Community Market duties include harvesting, processing, packing and setting up and staffing the FSP table during all Markets; other harvesting and distribution duties will be assigned on an as requested basis. Working with FSP staff, the GS is also accountable for organizing and supporting outreach and educational opportunities for community members on topics related to sustainable agriculture, beekeeping and animal husbandry. The GS oversees and coordinates community volunteers and youth interns for the FSP.

### Responsibilities:

- Oversee daily operation of FSP Garden sites, with a focus on regenerative and environmental management practices. This includes but is not limited to: plant propagation, bed preparation, out-planting, composting and soil fertility, weeding, seed saving, integrated pest management, and harvesting and produce distribution.
- Responsible for setting yearly goals including harvest projections, crop rotations and ensuring that a continual supply of produce is available.
- Oversight of animal/bee husbandry initiatives with daily feeding, watering, shelter maintenance.
- Keep detailed records of garden management practices, production values, livestock conditions, maintenance needs, and inventories.
- Management of harvest and Garden sales at all scheduled Community Markets and Produce Stands (examples include: produce, eggs, honey, plant starts).
- Organize and assist with community outreach programs, presentations and education
- Coordinate and oversee youth interns and community volunteers
- Maintenance of irrigation systems, tools, and shop area.
- Attend and contribute to weekly FSP meetings including sharing records/observations, and goal setting.
- Willingness to work with Environmental Management Office staff on an as needed basis.
- Deep observation and engagement with the health, vitality, and sustainability of the garden sites.
- Assist with sustainability plan for the garden, attend capacity building workshops, and contribute new ideas.

- Must ensure adherence to all Bishop Paiute Tribe policies and procedures.
- Other duties as assigned.

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

- Time Management—prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Decision Making - identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Detail Oriented—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—is consistently at work and on time, follows instructions, responds to management’s direction and solicits feedback to improve performance.
- Organized—keeps clean and organized workspace and projects. Motivated—inspires self and others to get the job done and follow through on tasks.

**Experience and Education:**

- Experience and/or interest in one or more of the following areas: agriculture, sustainable food systems, heirloom seeds and local food, soil fertility, composting.
- Ability to organize, keep records and work independently and in groups.
- Capacity to propose new ideas and practices relevant to the Food Sovereignty Program.
- Willingness and enthusiasm to work with other important food, craft and fiber plants and to learn more about and/or practice traditional land practices/tending.
- Willingness to work outside for extended periods of time under a variety of weather conditions.
- Must be able to lift 50 lbs.
- Must be able to work evenings, holidays and weekends as needed.
- Ability to conduct sales and provide basic change.
- Must possess good verbal and written communication skills.

**Other Requirements:**

- Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

**Indian Preference:** Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.