



JOB DESCRIPTION

Bishop Tribal Council
Bishop, California

Position: Food Sovereignty Program Coordinator
Department: Environmental Management Office
Supervised by: Environmental Director
Pay Rate: T-8 \$19.57 - \$27.40/hr. (\$40,705.60 - \$47,985.60)
FLSA: Exempt, Full-time

General Duties: The Food Sovereignty Program (FSP) Coordinator serves as managerial support staff to the Tribal Environmental Office in the planning, development, implementation, record-keeping, and supervision of the Food Sovereignty Program;

Responsibilities:

(Other functions and responsibilities that are listed below may be required at times)

- Primary manager and program administrator for all FSP-related projects
- Create and manage long-term programmatic goals.
- 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 budget and management plan for the program.
- 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 assure sound management of contracts.
- Develop and implement community-based education initiatives related to regenerative agriculture, traditional foods, and bioregional seed systems and that promote food sovereignty.
- Participate regularly in community outreach events within the organization.
- Provide technical assistance in planning, development, implementation, and monitoring of environmentally related special projects on an as-needed basis.
- 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
- Other duties as assigned.

Supervisory Responsibilities:

- Supervise Garden Technicians & Garden Specialists
- Supervise Youth Interns & AmeriCorps Members

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 the responsible decision.

- 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.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- 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 develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Minimum Qualifications:

- Have a B.S. degree in Sustainable Agriculture and Food Systems, or related discipline, or a related work experience equivalent in nature and duties to this position.
- Supervisory experience in related field.
- Experience with bioregional seed/crop adaptation is preferred
- Possess proficient writing skills, particularly with technical reports and funding proposals.
- Possess proficient communication skills, both verbal and written.
- Possess a valid driver's license and be insurable under the Bishop Paiute Tribe's Insurance carrier.
- Skilled practice working with common computer software programs (e.g. MS Office, Adobe, Google Forms, etc.).
- Knowledge and experience in Geographic Information System (GIS) program/software is preferred.
- Experience in managing grant contracts.
- Experience with sustainable community food systems
- Experience in managing and analysis of environmental data using relational databases.
- Experience with environmental program development and capacity building
- Demonstration initiative, commitment, dedicated work ethic, and positive attitude to job duties and tribal environmental goals and objectives.
- Willing to attend community meetings, conferences, and training sessions.
- Personable, cooperative, and willing to work with a variety of people at various levels of tribal, federal, state and local levels.
- Demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute/Shoshone cultures.

Indian Preference:

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