



Yurok Tribe

Job Description

JOB TITLE:	Food Procurement Coordinator		
JOB GRADE:	8	REPORTS TO:	Food Sovereignty Program Manager
STATUS:	Non-Exempt	LOCATION:	Klamath/Weitchpec
DEPARTMENT:	Environmental Department	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$24.88-\$32.47		

POSITION SUMMARY:

The Food Procurement Coordinator (FPC) is a multi-discipline environmental professional position that requires knowledge of Yurok traditional foods, gardening, and environmental education. The position is entirely grant funded and grant writing, project reporting, budget tracking and contract development are important and necessary functions. The FPC may be assigned to any of the following environmental areas depending on the Tribe's need, funding source, and the individual's expertise: food forest/garden/farm creation and maintenance, youth environmental education, traditional food procurement and processing, food rescue and delivery, and food preservation education, implementation of traditional land management practices. This position will require extensive collaboration with other Yurok tribal departments, local schools, Yurok tribal members and members of the community and will be focused in the area of local food procurement and distribution.

DUTIES AND RESPONSIBILITIES:

1. Conduct educational events for youth and adults of all ages focused on food production, processing, preservation, traditional foods, and other food and environmental topics.
2. Develop and implement educational curriculums for youth, adult, and elder programs.
3. Procure, pick up and deliver produce, rescued foods, traditional foods, and fish/seafood to various locations within the reservation and surrounding areas.
4. Data entry, analysis and reporting to funding agency requirements and standards.
5. Identify and pursue funding and other resources necessary to meet the mission and objectives of the department.
6. Interact with other Tribal departments, tribal members, local and traditional food producers and outside agencies as necessary and appropriate with guidance from supervisors.
7. Develop, maintain and track contracts with local and traditional food producers.
8. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 8: Bachelor's degree in related field with one year job specified experience. Or:
2. Successful completion of some undergraduate course work and 3 years of verifiable experience working in the food production field, such as in a community garden, greenhouse, or farm, and/or in environmental education, and/or in Yurok cultural settings, at least 1 year of which must be in a supervisory or mentorship role or a High School Diploma or GED and 7 years of verifiable experience working in the food production field, such as in a community garden, greenhouse, or farm, and/or in environmental education, and/or in Yurok cultural settings, at least 3 years of which must be in a supervisory or mentorship role.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

Supervise subordinate staff, Environmental Technicians, Environmental Specialists, Ameri-Corps Volunteers, interns, and community member volunteers as directed by supervisors.

MINIMUM QUALIFICATIONS:

1. Academic education, formal training and/or work experience leading to a working knowledge of the objectives; principles, practices, standards, procedures, theories of sustainable food production.
2. Enthusiasm to teach youth and adults about gardening, food preservation, composting, and other food-related topics.
3. Ability to understand and apply federal and Tribal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process.
4. Able to prepare clear, concise, and complete technical documents, reports, grants and other written materials.
5. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
6. Able to exercise sound independent judgment within established guidelines and protocol.
7. Must be willing to travel frequently on the remote areas of the Yurok Reservation.
8. Must be willing to travel, to successfully complete assigned training, and attend evening or weekend meetings as required.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

- 4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

