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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

(Internal Posting)

- Title:** Food Sovereignty Division Coordinator
- Reports To:** Pikyav Field Institute Program Manager, or designee
- Location:** Department of Natural Resources, Orleans, California (Hybrid Remote/In-Person)
- Supervises:** Natural Resources Technicians, interns, youth workers, and other Pikyav Field Institute staff as assigned
- Wage:** Starting at \$23.18 to \$28.16 per hour, depending on education, experience, qualifications, and funding availability

**Classification:** Regular, Full-Time or Part-Time (30 or more hr./week) – Negotiable and determined at point of hire, Non-exempt

**Summary:** The Food Sovereignty Division Coordinator (Coordinator) will work under the supervision of the Pikyav Field Institute Program Manager or designee, to coordinate and assume responsibility for Karuk Tribal food-related efforts under Food Sovereignty Division (Division) grants and agreements. This includes both supporting Karuk traditional foods and land management practices as well as supporting the needs of the Tishániik Community Farm. The Coordinator will coordinate with other tribal employees as well as partner organizations; ensure consistency between objectives; and track deliverables. This position may serve in the capacity of the other Pikyav Division Coordinators as long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding after current funding has expired.

**Application Deadline: January 31, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Shall oversee the Food Sovereignty Division within the Pikyav Field Institute Program of the Eco-Cultural Revitalization Branch of the Karuk Department of Natural Resources.
2. Shall be responsible for tracking and ensuring completion of food sovereignty-related deliverables as assigned, including developing and implementing annual and multiple-year work plans and associated timelines for all Division-related projects.
3. Shall work with Pikyav Field Institute staff, Cultural Practitioners, Tishániik Community Farm Manager, researchers, contractors and associated participants to coordinate activities, implement deliverables, and maximize synergies between grant objectives.
4. Shall support food-sovereignty related tribal ordinance development, and coordinate community input into that process.
5. Shall maintain and distribute an events/activities calendar for tribal and partner food sovereignty activities that occur within Karuk Aboriginal Territory, homelands, and Service Areas and are conducted in connection with Food Sovereignty Division grants and agreements.

6. Shall coordinate and supervise activities of Pikyav Field Institute staff, interns, and youth workers as assigned, as long as supervisory span of control and efficiencies in operations can be maintained.
7. Shall develop, maintain and implement Division-related agreements and contracts between the Department and partners, including Cultural Practitioners and the Farm Manager.
8. Shall coordinate, supervise and evaluate activities of Cultural Practitioners as guest speakers and consultants during Division-related activities.
9. Shall work with the Administrative Operations Branch Manager and/or designee to ensure all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item for Division.
10. Shall work with Administrative Support Assistant (purchasing, travel requests, inventory, copying, quotes, etc.) and Administrative Operations Branch Manager, or designee, (contracts, budget modifications, invoices, position descriptions, grant proposals, etc.) to expedite administrative and/or clerical functions.
11. Shall present updates to Karuk Resource Advisory Board and Tribal Council as requested.
12. Shall support the preparation of Tribal newsletter articles and coordination of other forms of education/outreach media as opportunities arise.
13. Shall complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
14. Shall be responsible for regular (weekly) reports on progress toward grant-related deliverables.
15. Shall seek additional funds as needed to support the needs of the Tishániik Community Farm and other food-related projects that arise to support landscape-level management of traditional food and fiber resources.
16. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Experience related to traditional food procurement (hunting, gathering, fishing), processing, and preservation preferred.
2. Experience and knowledge related to traditional land management preferred.
3. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
4. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to establish and maintain harmonious working relationships with other employees, stakeholders across multiple organizations, and the public.

8. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments.
9. Demonstrated proficiency in Microsoft Office programs, such as Excel, PowerPoint, Publisher, and Word, and capable of developing spreadsheet applications for task tracking and reporting purposes.
10. Demonstrated success in securing grant awards preferred but not required.
11. Demonstrated ability to operate effectively when assigned to a remote work environment.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Natural Resources, Native American Studies, English, Business Administration, Education, Nutritional Health or related field and one (1) year experience; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must have a minimum of one (1) year experience in project coordination, grant management, business administration, or related field that involves tracking deliverables and meeting reporting deadlines.
3. Must have demonstrated baseline knowledge of Karuk culture and traditions, including traditional food and fiber resources, and the types of management practices one may need to pursue in order to revitalize traditional practices, purposes, and uses of these materials.
4. Must be proficient in Microsoft Word and Excel, and capable of tracking and reporting on deliverables.
5. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
6. Must possess valid driver's license, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
8. Must be able to adhere to the policies and procedures of the Karuk Tribe.
9. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
10. Must be able to complete required training and travel as needed.
11. Must be able to establish and maintain harmonious working relationships with other employees, researchers, educators, local community members, agency personnel, and the public; and to work in a culturally diverse environment.

**Physical and Environmental Requirements:** None specified.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved:** December 21, 2021

**Employee's Signature:** \_\_\_\_\_