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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

**Title:** Natural Resources Tech III- Food Sovereignty Distribution

**Reports to:** Food Sovereignty Coordinator- Orleans, or designee

**Location:** Department of Natural Resources, Orleans, California (Hybrid Remote/in person with significant time at Tishániik Tribal Farm)

**Supervises:** Natural Resources Tech I, II, youth and volunteers as needed

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

**Wage:** \$22.37 - \$27.26 per hour depending on education, experience, qualifications, and funding availability.

**Summary:** The Food Sovereignty Distribution Tech III is a grant funded position that will work under the Food Sovereignty Coordinator, to further develop and implement procedures for Tishániik Tribal Farm cleaning, packing and distribution both via farm stands and to tribal and community partners. Distribution Tech will collaborate with Food Sovereignty Coordinator and Farm Production Manager to establish best practices for cleaning, packing and storing of produce. This position may serve in the capacity of other DNR divisions as Natural Resources Technician III/Cultural Resources Technician III, if qualified, as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: Open Until Filled**

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)

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**Responsibilities:**

1. Shall work with Food Sovereignty Division Coordinator, Farm Production Manager and Farm assistants to coordinate marketing, and distribution of produce to tribal and local community partners. This includes coordination, communications/outreach, recordkeeping, farm stands, and deliveries.
2. Shall keep detailed records of distribution and farm stand donations received in the designated Box folders.
3. Shall coordinate and establish distribution schedules and donations in collaboration with community partners and Farm Production Manager.
4. Shall run the farm stands with support from Farm Production Manager and Farm assistants, and manage any resulting funds.
5. Shall be responsible for the fulfillment of Technician duties associated with any grant deliverables funding the position.
6. Shall attend all required meetings, trainings, and functions as requested.
7. Shall maintain a high standard for clean and safe work spaces according to Tishániik Farm Food Safety Standard Operating Procedures and associated record keeping.
8. Shall take the Grower Training Course through coordination with the Food Sovereignty Coordinator.
9. Shall assist with marketing and networking efforts which support the distribution of produce from Tishániik Tribal Farm, such as posting signage for the farm stand, outreach to community members, and via online communication platforms.
10. Shall create flyers to share online and in the community within administrative approval policies.

11. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
12. Shall coordinate and manage any additional labor support for deliveries, harvests and washing.
13. Shall assist with general farm operations as needed, including but not limited to; weeding, watering, planting, harvesting, propagation, cleansing of produce, etc.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
15. Shall obtain a Food Handlers Certification.

**Qualifications:**

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated baseline knowledge of food handling and distribution safety guidelines.
3. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
4. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
5. Experience related to traditional/contemporary land management, and traditionally utilized resources preferred.
6. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
7. Displayed ability to establish and maintain harmonious working relationships with other employees, Tribal and community partners, and the public.
8. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Business, Sustainable Food Systems, Native American Studies, Natural Resources/Forest Management field, Botany; or
  - b. An equivalent combination of education and related experience will be considered; supervisory skills required.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
4. Must be proficient in use of Microsoft Office professional suite and capable of utilizing spreadsheet applications for task tracking and reporting purposes.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes.
8. Must adhere to confidentiality policy. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical Requirements:**

1. Must be able to engage in sustained physical labor outdoors, sometimes in inclement weather and in hot conditions.
2. Must be able to lift and carry equipment and supplies weighing up to 35 pounds.

**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.

**Committee Approved:** May 9, 2023

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