

## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Food Security Division Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization, or designee

**Location:** Department of Natural Resources, Orleans, California

**Salary/Wage:** \$38,400 to \$55,000 per year

**Classification:** Full-Time, Non-Entry Level, hourly or salary depending on rate of pay

**Summary:** Shall work under the supervision of the Pikyav Field Institute Program Manager, or the Deputy Director of Eco-Cultural Revitalization in the absence of this position, to coordinate and assume responsibility for all Karuk Tribal obligations under Food Security Division supporting grants and current Memorandum of Agreement with the Temporary Assistance for Needy Families Program. Shall coordinate with partner organizations and ensure consistency between many objectives managed by many organizations. This position may serve in the capacity of the Pikyav Field Institute Program Manager in the absence of the position 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.

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

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

Telephone (530) 439-1600, ext: 2010

Fax: (530) 493-1611, or (530) 493-5322

Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

The Karuk Tribe's (TERO) Preference, Drug & Alcohol Policy apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicants must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

## **POSITION DESCRIPTION**

- Title:** Food Security Division Coordinator
- Reports To:** Deputy Director of Eco-Cultural Revitalization, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Cultural Biologist, Field Crew Supervisor and/or Natural Resources Technicians in the absence of the Field Crew Supervisor position, and other Pikyav Field Institute staff as assigned, as long as supervisory span of control and efficiencies in operations can be maintained.
- Salary/Wage:** \$38,400 to \$55,000 per year
- Classification:** Full-Time, Non-Entry Level, hourly or salary depending on rate of pay
- Summary:** Shall work under the supervision of the Pikyav Field Institute Program Manager, or the Deputy Director of Eco-Cultural Revitalization in the absence of this position, to coordinate and assume responsibility for all Karuk Tribal obligations under Food Security Division (Division) supporting grants and current Memorandum of Agreement (MOA) with the Temporary Assistance for Needy Families (TANF) Department. Shall coordinate with partner organizations and ensure consistency between many objectives managed by many organizations. This position may serve in the capacity of the Pikyav Field Institute Program Manager in the absence of the position 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.

**Responsibilities:**

1. Shall oversee the Food Security Division within the Eco-Cultural Revitalization Branch of the Department of Natural Resources.
2. Shall be responsible for developing and implementing annual and multiple-year work plans and associated timelines for all Division-related projects.
3. Shall maintain and implement MOA between Karuk Department of Natural Resources (DNR) and TANF Department for Food Security Division coordination.
4. Shall maintain and distribute an events/activities calendar for tribal and partner organization activities performed in relation to all aspects of the Food Security Project that occurs within Karuk Aboriginal Territory and ancestral homelands.

5. Shall coordinate and supervise activities of the Cultural Biologist, Field Crew Supervisor and/or Natural Resources Technicians in the absence of the Field Crew Supervisor position, and other Pikyav Field Institute staff as assigned, as long as supervisory span of control and efficiencies in operations can be maintained.
6. 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.
7. 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.
8. Shall work with researchers and other grant partners to coordinate activities that require the assistance of Division staff and other Pikyav Field Institute staff, as assigned.
9. Shall work with Objective Leads, contractors and associated participants to maximize synergies between grant objectives.
10. Shall oversee the development and implementation of survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Food Security Division actions and activities.
11. Shall present updates to Karuk Resource Advisory Board and Tribal Council as requested.
12. Shall ensure 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 seek additional funds to support full range of position structure for landscape level management of traditional food and fiber resources (Direction, Management, Coordination, Administrative Support, and Workforce Development).
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments.
2. One (1) year experience in grant writing and demonstrated success in securing grant awards preferred.
3. Must be willing to attend supervisor and personnel management training within six months of accepting position.
4. Must be able to complete required training, and travel for extended periods as needed.
5. Demonstrated proficiency in Microsoft Office programs, such as Excel, PowerPoint, Publisher, and Word, and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
6. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.

7. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
9. Experience related to traditional food procurement, processing, and preservation preferred.
10. Experience and knowledge related to traditional land management preferred.
11. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
12. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
13. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor’s degree in Business Administration, Education, Nutritional Health, Native American Studies, English, Natural Resources 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 two (2) years professional experience in grant management, business administration, or related field.
3. Must have demonstrated baseline knowledge of Karuk traditional food and fiber resources, including the types of management practices one may need to pursue in order to revitalize traditional practices, purposes, and uses of these materials.
4. Must possess valid driver’s license, good driving record, and be insurable by the Tribe’s insurance carrier.
5. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
6. Must be able to adhere to the policies and procedures of the Karuk Tribe.

**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.

**Council Approved:** Approved June 26, 2014; Revised November 3, 2016

**Chairman’s Signature:** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_