YUROK TRIBE-JOB DESCRIPTION
Food Village Coordinator

<table>
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<th>Job Title:</th>
<th>Food Village Coordinator</th>
<th>Job Grade</th>
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<tr>
<td>Department</td>
<td>Environmental Program (YTEP)</td>
<td>Location</td>
<td>Klamath</td>
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<td>Reports To:</td>
<td>Director and/or Assistant Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range $24.16-31.52

POSITION SUMMARY:

The Food Village Coordinator (FVC) 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 and project reporting is an important and necessary function. The FVC 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.

DUTIES AND RESPONSIBILITIES:

1. Conduct day-to-day operations at Food Village site(s).
2. Conduct educational events for youth and adults of all ages focused on food production, processing, preservation, traditional foods, and other food and environmental topics.
3. Develop and implement educational curriculums for youth, adult and elder programs.
4. Pick up and deliver produce, rescued foods, traditional foods, and fish/seafood to various locations within the reservation and surrounding areas.
5. Data entry, analysis and reporting to funding agency requirements and standards.
6. Identify and pursue funding and other resources necessary to meet the mission and objectives of the department.
7. Interact with other Tribal departments and outside agencies as necessary and appropriate with guidance from supervisors.

SUPERVISORY RESPONSIBILITIES:

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

DESIRABLE QUALIFICATIONS:

- Experience carrying out grant objectives for a Tribal government.
- Above average writing skills, grant application preparation and reporting a plus.
- Experience driving machinery, such as a small tractor, a plus.
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- Familiar with the Yurok Reservation and culture.
- Experience working with various federal, state and local agencies.
- Willingness to complete YTEP assigned training as part of career development.
- Knowledge of food preservation techniques, such as canning, smoking, and dehydrating.
- Knowledge of Yurok traditional land management practices, such as cultural burning.
- Knowledge of Yurok traditional foods, including collection, processing, and preservation.

MINIMUM QUALIFICATIONS:

- 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.
- Enthusiasm to teach youth and adults about gardening, food preservation, composting, and other food-related topics.
- Ability to understand and apply federal and Tribal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process.
- Able to prepare clear, concise, and complete technical documents, reports, grants and other written materials.
- Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- Able to exercise sound independent judgment within established guidelines and protocol.
- Must be willing to travel, successfully complete YTEP assigned training, and attend evening or weekend meetings as required.

EDUCATION/EXPERIENCE:

Minimum requirement is a Bachelor’s Degree from an accredited college in Environmental Science, Botany, Natural Resource Management or a closely related discipline and one year of experience

OR

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

CONDITIONS OF EMPLOYMENT:
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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. All applicants may be subject to the Tribe’s Comprehensive Background Check Policy.
4. Applicant must be willing and able to adhere to mandating reporting guidelines for working in and near schools.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

6. 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.
7. 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.
8. PHYSICAL DEMANDS: PHYSICAL DEMANDS:
9. While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. Must be able to navigate and hike in rugged and remote areas of the Yurok Reservation. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
10. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).
   • Color vision (ability to identify and distinguish colors).
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   • 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. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________  ______________  ______________________
Employee Signature                    Date                      Employee #

_________________________________________  ______________
Supervisor Signature                  Date