



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Food Sovereignty Program Manager

OPEN: September 27, 2022

EXEMPT: No

SALARY: \$35.00

SHIFT: Day/Flexible

LOCATION: Admin Building

DURATION: Regular Full-Time

Grant Ends: 12/31/2023

CLOSES: October 12, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: GM

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The Food Sovereignty Program Manager will be responsible for managing and administering the 638-Contract for the Demonstration Project of the Food Distribution Program on Indian Reservations (FDPIR). The Program Manager plays a vital role in making sure the contract is successful and ensuring the duties and responsibilities of the contract proposal are carried out and executed. The Program Manager will also be responsible for developing and maintaining the Food Sovereignty Program in alignment with the Food Sovereignty Code – Title 44A. The program will include, but not limited to establishing Food Sovereignty Commission, developing a Compliance Officer position, development of permits, enforcement of Title 44A, development of regulations, etc.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work closely with the designated Awarding Official Technical Representatives (AOTR) for the demonstration project FDPIR for any amendments to the contract;
2. Responsible for managing the FDPIR funds under the 638 contract, for but not limited to the following: submitting annual reports, record keeping and monitoring of funds, coordination of audit, etc.;
3. Responsible for hiring and supervising the Food Compliance Officer and Commodity Food Manager positions;
4. Overseeing the development of the Food Sovereignty Program with the purpose of Title 44A – Food Sovereignty Code;
5. In accordance with Title 44A: establishing Food Sovereignty Commission, developing a Compliance Officer position, development of permits, enforcement of Title 44A, development of regulations, etc.
6. In coordination work closely with Commodity Services and the Commodity Food Manager in ensuring the food proposal is up to date and make amendments as needed;
7. In coordination work closely with Commodity Services and the Commodity Food Manager in ensuring the procurement of certain foods such as salmon, crab, halibut, etc.;
8. In coordination with the Commodity Services and the Commodity Food Manager to secure and execute food vendor contracts for traditional foods;

9. Responsible for ensuring the contract proposal is in compliance and alignment with the Lummi Nation Title 44A - Food Sovereignty Code;
10. Responsible for carryout the goals, objectives and activities as outlined in the contract proposal and/or amending contract proposal;
11. Responsible for coordination of monthly meetings for the FDPIR - LIBC negotiation team as set out in Resolution 2021-086;
12. Facilitate purchase orders, invoices, travel/training arrangements and coordinate meetings
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Bachelor's degree in related field *required*, or combination of work experience and education may be considered.
- Experience in procuring traditional seafoods for food sovereignty purpose's i.e., purchasing seafoods from local or regional vendors is required.
- USDA Food Safety regulations training within 90 days of hire.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Proficient in MS Word and Excel required.
- Candidate must have strong organizational, warehousing knowledge, interpersonal, written, and oral communications skills.
- Candidate must be motivated self-starter, team player and have demonstrated problem solving and decision-making abilities.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **December 31, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.
- Able to lift 50-100 lbs.
- Able to stand and/or walk for significant periods of time.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.