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: Nutrition Education Program Coordinator
Community Services (CS)

OPEN: November 25, 2026
CLOSES: December 3, 2026
EXEMPT: No
JOB CODE:
SALARY: $22.00/Grant Terms
DIVISION: Family Services
SHIFT: Day
DEPARTMENT: CS
LOCATION: CS
SUPERVISOR: CS Assist. Director
DURATION: Regular Full Time
VACANCIES: 1

JOB SUMMARY: This position reports to the Community Services Manager. Nutrition Education Program Coordinator (NEPC) will provide oversight of Commodity food demonstrations provided by the Lummi Commodity Foods Program within the Lummi Community. Position will assist Community Cooks in writing recipes and preparing for presentations and assisting the Community Services Manager in reapplication process. NEPC will develop a schedule of demonstrations including locations, events, and groups. Will track all information gathered including participants recipes, responses, and complete all reporting requirements of the Nutrition Education (NE) Grant.

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

1. Complete all the narrative reports as necessary to Community Services Director and USDA Quarterly and year end
2. All food demonstrations will utilize items from commodity foods package in a healthy way.
3. Assist clients preparing food meeting the goal of "making a positive difference"
4. Plan, organize and manage the Nutrition Education events and demonstrations and will actively participate in forming partnerships for program success.
5. Development events allowing clients to bring home healthy foods to freeze and prepare for meals at home using commodity foods and recipes from clients.
6. Work with staff to insure all items needed for demonstration are available for presentation.
7. Grant Budget management and oversight under the Lummi Community Services Director
8. Review Grant goals and research and development matching funds and alternate funding streams.
9. Work with the Nutrition Education Assistant to complete the development of Calendar of Recipes and releases from clients to publish
10. Work with the Nutrition Education Assistant will research Recipes which apply to our goal of "Making a difference" using half your plate fruit and vegetables in our Lummi Community.
11. Design a survey to evaluate all demonstrations.
12. Assist Director in working on food needs of the Lummi community clients.
13. Coordinate with all the programs of the Lummi Nation who service community to plan events to share the common health vision "Making a Positive Difference" for the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 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:

- Knowledge of nutritional needs of FDPIR program clients
- Knowledge of USDA funding reporting requirements
- Grants management and record keeping experience required
- Computer Skills with proficiency in Excel, Power Point, program specific software, and MS Word
- Ability to operate office equipment, word processing, calculator, fax, copy machine, and computer programs.
- Background in Files Record management or willingness to participate in training

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 Criminal Background Check.
- Must be willing to learn and work well with other staff members and be dependable.
- Must have or be willing to obtain Food Handler Card.
- Dependability required due to small work force

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.