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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:** Pikyav Field Institute Program Manager - Food
- Reports to:** Director of Natural Resources and Environmental Policy, or designee
- Supervises:** Pikyav Field Institute Division Coordinators
- Location:** Department of Natural Resources, Orleans or Happy Camp, California
- Classification:** Non-Exempt, Part-time, Regular; Hybrid Remote/In-Person
- Salary:** \$28.88 - \$34.90 to start, depending on education and experience
- Summary:** The Pikyav Field Institute Program Manager - Food shall provide strategic leadership and direction for the Food Program of the Pikyav Field Institute. This position shall serve in a program management and oversight capacity for the Department's Pikyav Field Institute. Incumbent shall work cooperatively with department managers, collaborators, and other partners to help achieve the goals of the Karuk Department of Natural Resources. Under the supervision of the Director of Natural Resources, or designee, this position is responsible for ensuring that all Food Program projects enhance natural resources-based food sovereignty and food security for the Karuk Tribe and Karuk people; balance Traditional Ecological Knowledge with Western Science in a manner consistent with Karuk tradition, custom, culture and indigenous principles; and lead the development of new projects and partnerships that work toward revitalizing a healthy eco-cultural system and tribal sovereignty for our Tribe.

### **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 Human Resources, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall be responsible for administering the Karuk Tribe's Pikyav Field Institute Food Program (Program) within the Eco-Cultural Revitalization Branch (Branch) of the Department of Natural Resources (Department).
2. Shall work closely with Department Staff to achieve strategies that progress the short- and long-term goals of the Program.
3. Shall supervise Program's Coordinators and provide guidance in developing work plans and associated timelines for each Program division.
4. Shall ensure the maintenance and implementation of grants, agreements, contracts and compacts relevant to program functions.
5. Shall contribute to, guide, and write Program related grant proposals that will help to further develop program capacity to achieve department goals.
6. Shall work with the Department's Administrative and Development Branch to assure the complete, accurate, and timely submission of items requiring administrative approvals.
7. Shall be responsible for the completion of Program-related reports, and brief Tribal Council on progress as directed.
8. Shall contribute actively in outreach opportunities that further the goals of the Program, as well as the overarching goals of the Branch and Department.
9. Shall be available for local and out of the area travel as required.
10. Shall attend all required meetings and functions as requested.

11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated success in securing grant awards preferred.
2. 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.
3. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to work effectively with researchers, educators, agency personnel, and the greater community in culturally diverse environments.
5. Experience related to traditional food procurement, processing, and preservation preferred.
6. Experience and knowledge related to traditional land management preferred.
7. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
8. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
9. 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, Agriculture, Forestry or related field and four (4) years' experience with two (2) years' supervisory experience; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must have demonstrated experience in grant writing or business administration, budgeting, and possess extensive professional writing and mathematics skills.
3. Must have demonstrated experience in grant management, including managing budgets, personnel, and reporting.
4. Must be able to complete required training, meetings and functions as requested, and maintain a set work schedule (to be defined in collaboration with supervisor) in order to operate within a hybrid remote/in-person working environment.
5. Must have high respect for and fundamental understanding of Indigenous cultures, preferably that of the Karuk.
6. Must exhibit excellent communication, personnel management and supervisory capabilities.
7. Must be proficient in use of Microsoft Office professional suite (including Microsoft Word and Excel) and capable of developing complex spreadsheet applications for task

tracking and reporting purposes.

8. Must have the ability to operate effectively when assigned to a remote work environment.
9. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
10. 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.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test and criminal background check, as well as comply with the health requirements for working in local schools.
13. Must 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.

**Review Committee and Council Approved:** December 8, 2022

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