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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 Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

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

**Title:** Food Securities Project Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization

**Location:** Orleans

**Salary:** \$45,000 to \$50,000

**Classification:** Full-Time Regular, Non-Exempt

**Summary:** Shall work under the supervision of the Deputy Director of Eco-Cultural Revitalization, to coordinate and assume responsibility for all Karuk Tribal obligations under the AFRI Food Security Grant and current Memorandum of Agreement with the Tribal Assistance for Needy Families (TANF) Program. Shall coordinate with partner organizations and ensure consistency between many objectives managed by many organizations. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

**Application Deadline: 5pm, Wednesday, November 27, 2013**

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: [icolegrove@karuk.us](mailto:icolegrove@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.

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

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## POSITION DESCRIPTION

**Title:** Food Security Project Coordinator

**Reports To:** Deputy Director of Eco-Cultural Revitalization

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

**Supervises:** Cultural Biologist and Food Security Bio Tech(s)

**Salary:** \$45,000 to \$50,000

**Classification:** Full-Time, Non-Exempt, Non-Entry Level

Shall work under the supervision of the Deputy Director of Eco-Cultural Revitalization, to coordinate, administer, and be responsible for all Karuk Tribal obligations under the United States Department of Agriculture (USDA), Agriculture and Foods Research Initiative (AFRI) Food Security Grant and current Memorandum of Agreement with the Karuk Tribal Assistance for Needy Families (TANF) Program. Position is dependent on support funding and will require acquisition of continued, additional, and subsequent funding.

**Responsibilities:**

1. Develop and implement annual and 5-year work plans and associated timelines for the USDA AFRI Food Security Project.
2. Maintain and implement MOU between Karuk Department of Natural Resources (DNR) and TANF Program for food securities coordination.
3. Maintain an events/activities calendar for tribal and partner organization activities performed in relation to all aspects of the Food Securities Project that occurs within Karuk Territory. Provide TANF with calendar for outreach and scheduling purposes.
4. Coordinate and supervise activities of the Cultural Biologist, and Bio Tech positions.
5. Ensure all travel, purchases, contracts, etc. are authorized expenditures and coded to appropriate budget and line item.

6. Work with Administrative Support Assistant (purchasing, inventory, copying, quotes, data entry, etc.) and Environmental Administrative Coordinator (contracts, budget modifications, invoices, position descriptions, etc.) to expedite administrative and/or clerical functions.
7. Work with researchers and other grant partners to coordinate activities that require the assistance of the Cultural Biologist and/or Bio Tech(s).
8. Work with Objective Leads, contractors and associated participants to maximize synergies between grant objectives.
9. Develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Food Security Project actions and activities.
10. Present updates to Karuk Resource Advisory Board and Tribal Council as requested.
11. Prepare Tribal newsletter articles, and coordinate other forms of education/outreach media as opportunities arise (newspaper/radio interviews, Klamath Salmon Media Collaborative interviews, Inter-Tribal publications, etc.).
12. Complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
13. 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).
14. Consult with Deputy Director of Eco-Cultural Revitalization regularly and carry out other duties as assigned.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Must demonstrate an ability to work effectively with Native American people, researchers, educators, agency personnel, and the greater community in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees, partner agencies/organizations, and the general public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Must be able to demonstrate baseline knowledge of 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.

6. Must have a minimum of six (6) years combined education and experience working in culturally diverse environments.
7. Must have demonstrated experience in grant writing, budgeting, and possess extensive technical writing/mathematic skills.
8. Must have experience in curriculum development.
9. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.

**Requirements:**

1. Must have a minimum of four (4) years of higher education with a major in Business Administration, Education, Nutritional Health, Native American Studies, English, the Natural sciences or related field.
2. Must have a minimum of two (2) years professional experience in grant management, business administration, curriculum development, or related field.
3. Must have a minimum of one (1) year experience in grant writing.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must be able to adhere to the policies and procedures of the Karuk Tribe.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
7. Must be able to complete required training, and travel for extended periods as needed.
8. Must have excellent communication, personnel management and supervisory capabilities.
9. Must have grant and report writing skills.

**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: November 22, 2013

Chairman's Signature: \_\_\_\_\_

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