



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Nutrition Program Coordinator – Food Distribution Department
– (1 FT – Grant Funded) – Repost**

Pay Grade: NE7 Hiring Range: \$17.16 – \$21.48 – Commensurate with verified Qualifications
Status: Non- Exempt /Hourly/Bi-weekly Pay Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position the Program Coordinator, under the supervision of Food Distribution Supervisor, is responsible to provide coordination of administrative and operational support across all components of the FDPIR USDA Program (grant funded) to include but not limited to grant management, automated inventory system, certification, warehouse, administrative support, nutritional guidance, and food preparation.

Employment Qualifications: Minimum Necessary Qualifications -

- High School Diploma or GED; and
- A work experience of two (2) or more years as in food service environment that provides and teaches meal planning and food preparation of nutritious meals made with commodity foods; and
- Some prior experience working experience in grants and their management; and
- Working knowledge of how to effectively assess/establish clients' nutritional needs; and
- Ability to develop and provide learning experiences appropriate to clients' resources, cultural beliefs, dietary restrictions, tastes, etc.; and
- Ability to maintain required program records; such as program activity and reporting to department supervisor, Tribal Government, and outside agencies; and
- Prefer knowledge of working with referrals to outside agencies, community resources that would aid the client further with their nutritional, food needs, life needs; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Duties and Responsibilities:

1. Provides exceptional customer service while teaching, receiving, and assisting clients to effectively utilize the pantry items within the Food Distribution Department Program.
2. Administers the developed programming by teaching nutrition, food preparation. Reports and manages program related data related to the aid internal planning, grant requirements, etc. Reports program statistics and outcomes to meet the requirements of the grants associated with the program.
3. Develops program goals and objectives, collects data, and applies/assists for continuation of grant funding.
4. Assists Food Distribution Supervisor and Tribal Budget Coordinator in determining fiscal requirements of the nutrition program and prepares budgetary recommendations; monitors, verifies, and reviews for grant compliance.

5. Collaborates with the Food Distribution Supervisor to provide Food Distribution staff in the education, skills development of nutrition program information to aid in communicating nutrition information to the clients served through the Food Distribution.
6. Observes, records, and reports client issues within the nutritional program service delivery, to continually improve client service.
7. Coordinates with other tribal and community services to enhance access of services and resources.
8. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
9. All other position/department related duties as assigned by Lead and/or department supervisor.

Collaboration of Program Management:

Work to create, develop, read, and understand all program documents that specify the requirements of the program with the Food Distribution Supervisor, Lead and/or the USDA. Assist in the development of work plans for providing any services or performing any duties in the nutritional program. Maintain any required records to prove that the functions of the program have been fulfilled.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to independently as well as work cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting or standing for long periods of time, frequent walking, and occasional lifting, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will routinely carry work related materials up to twenty-five (25) pounds.

Working Environment:

The work environment frequently changes from a climate-controlled environment, to one that is exposed for short periods to outdoor elements of heat, humidity, cold, wet, snowy, icy, and/or windy. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form (fillable online available @lrboi-nsn.gov) under heading "Employment" and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: applygoff@lrboi-nsn.gov. ATTN: HR

To apply please submit **completed LRBOI application**, and copy front/back of Tribal ID (if applicable); to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Reposted: 09/03/2024

Removal: Until Filled