

LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Nutrition Program Coordinator – Food Distribution Department – (1 FT – Grant Funded) – Reposted with updated hiring range.

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 sole discretion of the LRBOI Hiring Manager, 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.

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

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

Application Instructions: Incomplete submissions will not be considered.

Obtain an application form (fillable online available @Irboi-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: aliciagoff@lrboi-nsn.gov.

To apply please submit completed LRBOI application, any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver license; 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.

Posted: 03/07/2024

Removal: Until Filled