Food Sovereignty Coordinator

Position Overview
The Food Sovereignty Coordinator will be responsible for managing and growing initiative education and outreach, assisting with data collection, input, and evaluation, community engagement, program reporting, and aiding in day-to-day operations of the demonstration farm. The Coordinator will assist in facilitation of the Pine Ridge Food Coalition, aid in establishing, growing, and maintaining food systems network to include both local and national partners, and oversee community classes, presentations, and events relating to the Food Sovereignty Initiative.

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Food Sovereignty Coordinator.

Key Position Information
Compensation: $16.40 to $24.76 per hour depending on experience
Employment Type: Hourly, non-exempt, not to exceed 40 hours per week
Position Location: Thunder Valley CDC Porcupine Office, on-site
Direct Supervisor: Director of Operations
Benefits:
  • Health Insurance- Employee premium paid by TVCDC;
  • Dental Insurance- Employee premium paid by TVCDC;
  • Vision & Hearing Insurance- Employee premium paid by TVCDC;
  • SIMPLE IRA with up to a 3% match from TVCDC;
  • Accrued Paid Time Off up to 160 hours per year;
  • 14 Annual Paid Holidays;
  • Up to $1,500 annually in continuing education assistance;
  • Up to 200 flexible work hours for continuing education development;
  • Up to 6-weeks paid Maternity or Paternity Leave for new parents;
  • Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
  • Up to 25 minutes daily, paid, to participate in a wellness activity;
  • Paid administrative leave during inclement weather closures.

Essential Duties & Responsibilities
  o Assist in data collection, managing systems of evaluation, and inputting applicable data into Salesforce.
  o Analyze evaluation data for areas of success and improvement.
  o Utilize applicable initiative data to assist in grant and initiative reporting requirements.
  o Participate and assist in facilitation of the Pine Ridge Food Sovereignty Coalition.
  o Fill in on day-to-day operations of the demonstration farm as needed, to include gardening, weeding, planting, poultry care, facilities cleaning, small construction projects, grounds and equipment maintenance, and other labor as needed for farm success.
  o Develop and maintain food sovereignty network and partners, growing relationships that are mutually beneficial to Initiative and other like-minded food systems organizations.
  o Manage community engagement, outreach, and education ensuring continued expansion and delivery of food sovereignty work/knowledge and curriculum.
  o Develop, market, and lead Food Sovereignty classes, events, tours, and presentations.
Assist in community engagement and outreach.
Represent TVCDC and the Food Sovereignty Initiative at funder convening’s, meetings, conferences, and other applicable events.

**Qualifications, Knowledge, Skills**

- Excellent verbal and written communication skills, including ability to effectively communicate with community members and initiative partners.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook) and use of email and internet, with the ability to master new computer programs/systems.
- Prior experience with systems evaluation and grant management preferred.
- Prior classroom and/or curriculum development experience preferred.
- Passionate about Food Sovereignty, with prior experience in small scale farming, ranching, and/or food production preferred.
- Excellent public speaker, comfortable addressing groups and leading training/tours for a variety of ages on a variety of topics.
- Able to work under pressure and meet deadlines while maintaining a positive attitude.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Comfortable working with domesticated animals and able to execute essential farm labor safely and successfully.
- Reliable and committed, able to maintain regular, punctual attendance with the flexibility to work on evenings/weekends if needed.
- Must have current, valid driver’s license.

**ADA Specifications**

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Food Sovereignty Coordinator may be required to use the computer for extensive periods of time. Will be required to regularly lift and carry up to 50lbs and complete physical work in a variety of weather conditions. Regional and national travel may be required.

**Mission Driven**

Food Sovereignty Coordinator has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

**Thunder Valley CDC Mission**

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.