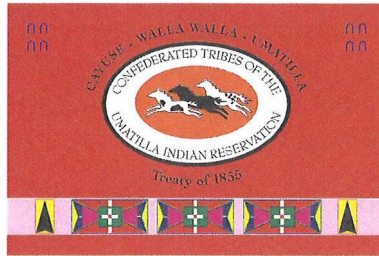


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Local Food Purchase Assistant (LFPA)-CRITFC Food Distribution Coordinator

SALARY: Pay Range 6
\$38,085.96-\$40,000 annual DOE/DOQ

DEPARTMENT: Department of Children and Family Services (DCFS)

LOCATION: 46411 Timíne Way, Pendleton, OR 97801

EMPLOYMENT STATUS: Full-Time with benefits, Grant position through 2025.
Covered Position
Non-exempt

SUPERVISED BY: Administrative Office Manager

OPENING DATE: June 26, 2024

CLOSING DATE: July 10, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES:

The LFPA Coordinator will purchase domestic food from local and socially disadvantaged producers, increase the distribution of domestic food into rural, remote, or underserved communities, and collect, analyze, and share

data to guide decisions in improving supply chain communities, and collect, analyze, and share data to guide decisions in improving supply resiliency.

As the DCFS Food Distribution Coordinator, you will be responsible for connecting with “socially disadvantaged vendors”, providing excellent customer service to vendors and community members accessing food during distributions, ensuring food safety protocols are followed, overseeing logistics and planning of monthly distributions, with a goal of 2 per month, purchasing and storing food, scheduling deliveries and/or pick-up of products, outreach, data collection, and reporting.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Work under the guidance and direction of the Administrative Office Manager and DCFS Director to coordinate food distributions held at the Tutuilla Food Sovereignty Center.
2. Maintain communication with food suppliers/sources.
3. Coordinate with DCFS Staff, BOLSTER crews and volunteers for each distribution.
4. Recruit, train and supervise volunteers.
5. Assist with outreach and communications (such as flyers, emails, calendar invites, and website) to promote upcoming food distributions.
6. Manage data entry as required by project funders and program evaluation.
7. Monitor and evaluate the progress of funding, including tracking food and people served, as well as vendors utilized.
8. Able to use a cart, and pallet jack to organize, stock and move cases and totes of product into distribution location.
9. Other duties as required pertaining to position and scope of work, assigned by supervisor

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

Purchase Requests

ACCESS TO SENSITIVE AREAS:

Yes, File and Storage rooms.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job:

1. Preferred associated degree in Management, Social Services, Business, Agriculture, Communications or related field **OR** A high school’s diploma or a GED and three years of relevant work experience.
2. Experience working in a diverse and multicultural community and with vulnerable populations such as those experiencing poverty, homeless, BIPOC, newcomers, seniors, and those with a physical disability is preferred.
3. Possess a strong work ethic with orientation toward accountability, accuracy, and continuous improvement.

4. Ability to organize and provide educational presentations about LFPA to potential local producers and/or partners.
5. Depth of agricultural knowledge and extremely detail oriented and thorough.
6. Ability to work as part of a team and effectively collaborate with others to meet goals.
7. Ability to work effectively develop and maintain good working relationships with internal and external (staff, producers, partners, etc.)
8. Skilled at managing multiple leads.
9. Ability to anticipate and meet deadlines as required.
10. Ability to think creatively and with strategic vision; Skilled in out-of-the-box thinking and develop new strategies.
11. Able to demonstrate leadership skills.
12. Individual must demonstrate motivation and initiative.
13. Must have an Oregon Food Handlers permit or obtain it within three months of hire.
14. Demonstrated ability to take initiative, problem-solve, and practice sound decision-making.
15. Excellent interpersonal, organizational, and communication skills (both verbal and written).
16. Knowledgeable of the types of services provided by the Tribal Governmental programs.
17. Must have extensive knowledge of computer processing equipment and software, including Word, Excel, PowerPoint, Outlook and other Office Suite software.
18. Considerable knowledge of general office practices and procedures. Individual must be highly organized.
19. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. The employee will lift, and/or carry/move objects up to 50 pounds.
5. Will be required to enter and exit coolers and freezers with temperatures ranging from -10 degrees Fahrenheit to 42 degrees Fahrenheit on distribution days.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized

tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.

2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood, or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.



for Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist



Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

