

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Food Distribution Program on Indian Reservations (FDPIR) Program Coordinator
<b>SALARY:</b>	Pay Range: 7-8 \$48,000.00-\$54,781.50 annual DOE/DOQ
<b>DEPARTMENT:</b>	Department of Children & Family Services
<b>LOCATION:</b>	Position located at 46678 Tokti Rd. Pendleton, OR 97801
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Requires extensive background check Non-Exempt
<b>SUPERVISED BY:</b>	Food Program Manager (FDPIR)
<b>OPENING DATE:</b>	July 14, 2025
<b>CLOSING DATE:</b>	July 31, 2025

### **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**

Will be responsible for all aspects of the program: provide excellent customer service to community members accessing food, ensure food safety, oversee logistics and planning, purchase of fresh produce, storage of food, packaging, and distribution of food, scheduling and deliveries, outreach, data collection, and weekly reporting.

As the Food Distribution Coordinator, you will be responsible for assisting in all aspects of the program: provide excellent customer service to community members accessing food, ensure food safety, oversee logistics and planning, purchase of fresh produce, storage of food, packaging, and distribution of food, scheduling and deliveries, outreach, data collection, and weekly reporting.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Work under the guidance and direction of the Food Program Manager (FDPIR) and staff to ensure effective operation of program contract requirements, and state and federal regulations are met and to coordinate food distribution.
2. Maintain and lead the coordination of a nutritious, culturally appropriate, and accessible food program.
3. Create a plan to purchase fresh produce to complement the nutritional content of food box distribution.
4. Maintain communication with Food Bank and other food suppliers/sources.
5. Recruit, train and supervise volunteers, and work with volunteers and leadership teams to collect locally produced fruits and vegetables for distribution.
6. Outreach with current and new community members who are accessing food support to build connections and support information and referrals.
7. Assist with outreach and communications (such as emails and website) to promote food activities at FDPIR and in the broader community.
8. Able to use a cart, pallet jack and forklift to organize, stock and move cases and totes of product into storage location.
9. Responsible for administrative and clerical support in the absence of the assistant, inclusive of filing, photocopying, answering telephones, answering client questions, and preparing correspondence.
10. Supervise and lead subordinate staff in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
11. Coordinate closely with Manager of Operations
12. Monitor program(s) operating budgets and expenses. Prepare comprehensive program reports.
13. Oversee the day-to-day operation of the program(s). This includes computer operations, record keeping, and responding to community and/or client concerns.
14. Demonstrates dependability and punctuality, adheres to a consistent work schedule.
15. Demonstrate professionalism in the workplace and maintain professional boundaries with participants.

16. Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
17. Works directly with supervisory personnel to ensure the Certification, Nutrition Education and Distribution Component of the program follows required Federal and Tribal regulations, policies and procedures.
18. Works directly with the Warehouse Coordinator to ensure proper levels of food inventory are ordered and maintained within the prescribed housekeeping and storage procedure for consumable stock.
19. Other duties as required pertaining to position and scope of work.

**SUPERVISORY AUTHORITY:**

Supervision of the Warehouse Coordinator

**SIGNATORY AUTHORITY:**

Timesheets, Purchase Requests

**ACCESS TO SENSITIVE AREAS:**

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.)**

1. A two-year college degree in community development, food systems, social work, or related field of study **OR** a High School diploma or 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, newcomers, seniors, and those with a physical disability is preferred.
3. Must have an Oregon Food Handlers permit or obtain it within three months of hire.
4. Demonstrated ability to take initiative, problem-solve, and practice sound decision-making.
5. Excellent interpersonal, organizational, and communication skills (both verbal and written)
6. Knowledgeable of the types of services provided by the Tribal Governmental programs.
7. Willing to train in the Information Management System (IFMS).
8. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, and other Office Suite software. Considerable knowledge of general office practices and procedures. Individual must be highly organized.
9. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The employee will lift, and/or carry/move objects up to 50 pounds on a daily basis. Will be required to enter and exit coolers and freezers with temperatures ranging from -10 degrees Fahrenheit to 42 degrees Fahrenheit.

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 employee 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. Applicant's 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.

**USE BELOW IF THIS IS A COVERED POSITION**

**COVERED POSITIONS:**

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

**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.
8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*



## 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 Recruiting

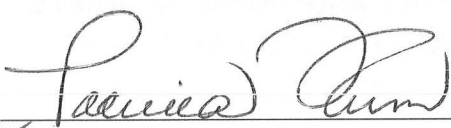
46411 Timine Way

Pendleton, OR. 97801

Phone: (541)429-7180

Email: HumanResources@ctuir.org

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



Approved: JueJue Withers-Lyons, Assistant Director, Office  
of Human Resources

07/14/2025

Date

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### **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