

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Local Food Purchasing and Distribution Specialist

Department: Food Sovereignty

Hourly Rate: \$21.00

Full Time: 40 Hrs/Week

Exempt: No

Supervisor: Food Sovereignty Coordinator

Posting Date: *In-House*

Opens: *March 20, 2024*

Closes: *March 26, 2024*

Posting Date: **Public**

Opens: **April 8, 2024**

Closes: **April 22, 2024**



Summary: The Bad River Band identified access to treaty-harvested foods and support for local food systems as top priorities in its 2018 Strategic Plan to address persistent food insecurity and high rates of premature death due to diet-related disease. The Bad River Tribe's Local Food Purchase Assistance Cooperative Agreement (LFPA) Program is designed to provide low-income tribal members with access to high-quality, locally sourced food, including indigenous foods produced in the Great Lakes region. The Local Food Purchasing and Distribution Specialist will support the procurement of local foods from programs including the Tribal Elder Food Box Program, and tribal and non-tribal food producers in the Chequamegon Bay area, and coordinate the distribution of food to community members.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensure the fulfillment of the Tribe's obligations pursuant to its cooperative agreement with the USDA on LFPA, coordinating with other programs and departments as necessary.
- Develop an overall program plan and policies for the procurement of foods through LFPA funding, prioritizing the purchase of food from indigenous, socially disadvantaged, and local producers, and developing specific policies related to pricing and food safety; present plans and policies at Tribal Council meetings for modification and approval.
- Develop a distribution plan for the food purchased by the Bad River LFPA Program, including criteria for participation and the expected amount, and types of food, each family or recipient will receive for approval by the Tribal Council.
- Participate in and take an active role in leading monthly Food by Prescription meetings.
- Coordinate the procurement of local foods from and with other programs such as Hunger Task Force, the Tribal Elder, and Community Food Box Program, etc., and from tribal and non-tribal food producers in Wisconsin and within 300 miles of the Bad River Reservation, prioritizing tribal producers based in the Chequamegon Bay area and traditional foods.
- Utilize Local Food Market Place storefront for food distribution and reporting.
- Coordinate promotional events to teach and provide traditional and local foods, including recipes, and samples.
- Distribute food purchased by the Bad River Tribe's LFPA Program, coordinating with other departments as necessary.
- Administrative duties related to procurement and fulfilling grant reporting requirements.
- Maintenance of the Fish House includes securing any necessary contract work, keeping a clean and sanitary environment.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- **High School Diploma or equivalent**
- **Relevant employment experience and/or volunteer experience in small-scale agriculture, traditional food production, purchasing, or other related fields.**

Required Eligibility:

Driving. This is a required driver position. Must hold and submit a valid Wisconsin driver's license, a reliable vehicle with state-required minimum liability insurance, and meet the criteria to be placed on the Bad River Indian Tribe's approved required drivers list. Must be able to travel out-of-town and for infrequent overnight trips.

Background Check: This position is required to pass a general background check and for eligibility to meet driver requirements.

Leadership & Administration Skills

- Ability to manage multiple deadlines and prioritize daily work
- High level of organizational skill and ability to create systems for managing data, communications, and public events
- Program & financial management
- Grant writing and grant management

Traditional Knowledge & Ojibwemowin

- Awareness and respect for indigenous cultural and traditional knowledge and ways
- Experience with the Ojibwe language

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Sedentary work, with some walking, bending, stooping, and standing required. Occasional lifting up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov