



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or Elders?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: CEHP Garden Manager and Office Coordinator

DEPARTMENT: Health

POSITION SUMMARY

The Community Environmental Health Program (CEHP) Garden Manager and Office Coordinator is an on-the-ground position who provides day-to-day management oversight of the CEHP community activities-- gardens, produce carts, and 13 Moons curriculum facilitation. The position is supervised by the CEHP Analyst under the SITC Health Department. This is a fulltime position, minimum 30 hours a week with benefits. Funding and longevity for the position is fully dependent on available grant funding. All work is on-site and as such a successful applicant must commit to coming into the office or gardens for all work hours, unless on travel. Remote work is not an option.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the CEHP Conservationist to plan and implement garden activities throughout the year, including determining what supplies to purchase, when to plant and to harvest, as well as be directly involved in general garden upkeep and maintenance and daily work schedules.
- Manage 8 weekly produce stands and Elder Produce delivery program.
- Manage the 13 Moons apothecary at the Senior Center.
- Directly oversee Program interns and assign daily work schedules.
- Organize guest teachers, workshop space and needed supplies for monthly wild plants and medicine making workshops with the community.
- Aid in facilitating large community events annually such as Earth Day and fall cleanup. This includes coordinating with other staff and community members to schedule and facilitate events and workshops, including drafting articles and advertisements, scheduling events, reserving locations, determining needs and ordering supplies, and organizing food for hundreds of people.

- Community outreach via attending community dinners and other Tribal events to promote healthy choices through traditional foods and non-sugary drink sample tables.
- Coordinate with other SITC programs and departments that are interested in collaborating workshops, informational tables, or educational presentations.
- Provide “train-the-trainer” teaching opportunities for community members to learn about gardening and healthy foods.
- Manage the 13 Moons at Work Facebook page and respond to posts/inquiries.
- Attend and present CEHP/13 Moons activities at local and regional meetings and conferences representing the Tribe when requested.
- Handle communications between project researchers, establish and maintain grant files, prepare and/or type reports, records and correspondence; and complete other office projects and duties as assigned.
- Work effectively with other department directors and staff to achieve Tribal goals.
- Responsible for entering all CEHP receipts and invoices into the Tribe’s Accounting system, Microix, as well as track Visa charges for the CEHP’s Tribal credit card.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

REQUIRED QUALIFICATIONS

- **Degree required for this position:** High school diploma or GED required. Minimum of two years of college schooling preferred.
- *Minimum of two years’ experience working in large food gardens required.*
- Knowledge of Pacific Northwest plants and animals.
- Keyboarding and use of Microsoft Office programs, including PowerPoint, Word, and Excel.
- Knowledge or ability to learn basic accounting programs.
- Strong organization and time management skills.
- Strong collaborative skills when working in teams.
- Ability to prioritize workload tasks; exhibit strong time management skills.
- Ability to work independently and follow through on assignments as directed.
- Excellent oral and written communication skills.
- Experience in effective working relationships with diverse groups and individuals.
- Valid driver’s license.

DESIRED QUALIFICATIONS

- Knowledge of wild foods harvesting and preparation.
- Supervisory experience.
- Certified horticulturist or botanist.
- Experience teaching any age in formal or informal settings.
- Knowledge of curricula development and implementation.
- Experience working in Tribal communities.
- Due to garden needs prefer a local resident within a 20 minute drive as weekends will be required to work in rotation with other staff.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 30-40 hours per week, seasonally dependent on garden production. This is a full-time position, dependent on grant funding.
2. Tasks are performed indoors in an office environment and outdoors in gardens.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing, or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Community Environmental Health Program Garden and Office Coordinator is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____