



Ho-Chunk Nation

Job Description



TITLE: Food Sovereignty Specialist		JOB CODE: FDSO
Government - Employee		EEO: 2
		PAY GRADE: 14
Non-Exempt	Flex	FUNDING SOURCE: Grant/ARPA NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Food Sovereignty Specialist will be responsible for managing, growing, outreach and education as it relates to food sustainability. Manage project schedules and milestones to ensure projects are delivered on time and on budget. Develop and maintain food sovereignty network and partners, growing relationships that are mutually beneficial to the Ho-Chunk Nation and other like-minded food system organizations.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Identifies, suggests and implements organization improvement and strategies on a monthly basis.
2. Liaise with and support for the Executive Director of Agriculture on a daily basis.
3. Develop, maintain and promote effective working relationships within all aspects of the Ho-Chunk Nation and collaborative partners.
4. On a monthly basis there will be management, review and reporting of financial records, providing regular reports on expenditures.
5. Excellent verbal and written communication skills, including ability to effectively communicate with the community and other tribal entities on a daily basis.
6. Reliable, committed, and able to maintain regular and punctual attendance on a daily basis with the flexibility to lead events or classes as needed.
7. Other duties as needed on a daily basis.

JOB RESPONSIBILITY

Job Reports to	Supervisor- Executive Director of Agriculture
Leadership Accountability	Develops policy and strategic plans, interprets policy, and implements operating plan.
Supervisory Accountability	N/A
Organizational Accountability	To the elements of food sovereignty.
Financial Accountability	Review and Reporting
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside customers and inside customers.
Employee Accountability	Sets broad policies and objectives, operates with significant independence, subject to general input and regular review from supervisor.



MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Food Science or Agricultural Science or related field.
2. Master's Degree is preferred.

ESSENTIAL:

1. Possession of valid driver's license, and proper insurance.
2. Additional certification that pertains to food or agriculture.
3. OSHA First-aid and CPR compliant.

EXPERIENCE:

1. Minimum of three (3) years of experience related to food sovereignty
2. Must have two (2) years of agricultural experience or knowledge.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Abilities to avoid costly or toxic inputs, i.e. conventional fertilizers on Nation lands, and improve the resilience of the food system in the face of climate change.
2. Skills needed in communication both written and verbal.
3. Knowledge of policies, regulation and grant opportunities through the United States Department of Agriculture (USDA), the Bureau of Indian Affairs (BIA), and the Natural Resource Conservation Service (NRCS).
4. Ability to have strong analytical and decision making skills, and work independently.
5. Ability to learn the HCN structure, organization, and traditions as they apply to Agriculture.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment by following policies and procedures.
2. Maintains appropriate training, counseling, and understand all of the applicable procedures to operate safely in the work environment.

WORKING CONDITIONS

1. Work indoors and outdoors.
2. Field work requires working in a variety of weather conditions
3. This job will require frequent walking, sitting, bending, and lifting for extending periods of time.
4. Travel is required with occasional overnight stays.