INTERNAL
JOB ANNOUNCEMENT
Traditional Plants Coordinator - F/T

OPENING DATE: March 16, 2016
CLOSING DATE: March 18, 2016
START DATE: ASAP
LOCATION: NWIC Main Campus
SALARY: $27,966-$32,500 Max DOE
SUPERVISOR: Dean for Indigenous Education

The salary placement upon hire will be based on the selected candidate’s education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies. Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK
The Traditional Plants Coordinator will serve as the program coordinator and educator. This position is responsible for coordinating the goals and activities of the Traditional Plants Program. This position also teaches culturally appropriate educational classes at the Lummi Campus and other NWIC sites, as well as other communities within our service area. The Traditional Plants Coordinator also is responsible for submitting and maintaining records and progress reports on grants, program evaluations, and departmental work plan.

DUTIES & RESPONSIBILITIES
1. Oversee program activities under the general direction of the Dean of Indigenous Education.
2. Plan for and coordinate events, including the use of community members and volunteers.
3. Work closely with community members who have the gifts of knowledge and are willing to share what they have learned and practiced to ensure that the curriculum is culturally appropriate.
4. Teach classes as assigned.
5. Provide relevant, timely and accurate information to supervisor and college community and external community, as needed.
6. Complete an evaluation and/or survey process to gather information from class participants on quality of educational classes.
7. Evaluate and report program results.
8. Monitor budgets relating to grants and report results.
9. Work closely with community college students and faculty and Lummi Indian Business Council to create cohesiveness among program and services offered.
10. Process contracts, invoices, purchase requisitions, etc.
11. Additional duties as assigned.

**Supervisory Responsibilities:**
This position has not been assigned supervisory responsibilities.

**QUALIFICATIONS REQUIRED to perform this position successfully:**

**Minimum Qualifications**
- Associate’s degree in a relevant field of study
- One year of experience in program support and grant monitoring activities
- Ability to demonstrate basic cooking skills

**Preferred Qualifications**
- Bachelor’s degree in relevant field of study
- Teaching experience using culturally appropriate curriculum
- Knowledge and experience in native plants and foods
- Experience working in a Tribal College

**APPLICATION PROCESS**
Interested individuals should submit all of the following application materials directly to the NWIC Human Resources office only.

1) NWIC Exempt Application
2) Equal Employment Opportunity (EEO) Form
3) Cover letter or letter of application
4) Current and complete professional resume
5) Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
6) Copies of transcripts required at application (originals required if hired)

A complete job announcement is available online at [www.nwic.edu](http://www.nwic.edu) or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
E-mail: employment@nwic.edu