

INTERNAL
JOB ANNOUNCEMENT
Traditional Plants Specialist – F/T

OPENING DATE: August 16, 2016
CLOSING DATE: August 19, 2016
START DATE: ASAP
LOCATION: NWIC Main Campus
SUPERVISOR: Dean for Indigenous Education
SALARY: \$28,900-\$30,000 Max DOE
(Contingent on grant funding)

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 Specialist will be responsible for the planning and delivery of workshops throughout the NWIC community.

DUTIES & RESPONSIBILITIES

1. Increase the capacity in tribal communities to provide education in traditional plants and foods.
2. Use modern and traditional teaching methods to increase tribal community members' knowledge and awareness of traditional plants and foods.
3. Collaborate with faculty to increase cultural integration of traditional foods/plants into the curriculum(s).
4. Teach the train-the-trainer workshops that are aimed at increasing the number of community food educators able to teach about traditional foods and plants and healthy food behaviors.
5. Hold quarterly gatherings in our tribal communities to learn about the cultural importance of foods, how to gather, when to gather, and proper tribal protocols for protecting cultural intellectual property.
6. Develop educational resource library on native plants and foods.
7. 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 planning and delivering educational workshops.
- Previous experience designing brochures and printed materials using computer applications.
- Possess good interpersonal communication and networking skills.
- Possess excellent verbal and written communication skills.
- Possess excellent presentation skills.
- Possess excellent organizational skills.
- Working knowledge and experience working with computers and Microsoft Office applications, with particular expertise in Excel, Access and PageMaker.
- Ability to work independently with minimum supervision.

Preferred Qualifications

- Bachelor of Arts degree in a related 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 the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

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