

**JOB ANNOUNCEMENT**  
**Traditional Plants and Foods Coordinator - F/T**

**OPENING DATE:** January 8, 2019  
**REVIEW DATE:** **January 23, 2019**  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP or two weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$40,000 to 42,000 Max DOE

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.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

**SCOPE OF WORK**

The Traditional Plants and Foods 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 and Foods 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 Vice President of Instruction and Student Services.
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 members, college students and faculty, and the Lummi Indian Business Council to create cohesiveness among program and services offered.
10. Process contracts, invoices and 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 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 college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are 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](http://www.nwic.edu/jobs) 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  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)