



## **LITTLE SHELL TRIBE**

### **NOTICE OF EMPLOYMENT OPPORTUNITY**

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**POSITION TITLE:** Food Distribution Program Coordinator

**EMPLOYER:** Little Shell Tribe of Chippewa Indians of Montana

**CLASSIFICATION:** Non-Exempt (Hourly)

**LAST CLASSIFICATION DATE:** August 3, 2023

**CLOSES:** August 21, 2023

**SALARY:** Based on Experience

#### **I. General Description of Work**

This position consists of administrative and management of Food Distribution Program development, assistance and other food distribution management activities for the Little Shell Tribal Food Distribution Program.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

#### **A. Program Management & Responsibilities**

Develops, directs, and manages the programming and operations of the Little Shell Food Distribution Program, which includes the development of policies, procedures and processes for the Program. Oversight of grant management and reporting; monitoring of facilities, and oversight of additional Food Distribution related programming.

Attends Tribal Council meetings, as directed, and provides an up-to-date Tribal Food Distribution Department report on programming and budgetary updates; prepares any proposed plans, processes amendments, and policies for the review and approval of Tribal Council; and maintains official records of Food Distribution related actions.

Administers all Department activities and develops appropriate operating procedures; supervises staff and volunteers to ensure the Department follows established policies; monitors tasks and assignments in accordance with all policies and procedures.

Directs all aspects and stages of the development of this program and serves as the contracting officer for all related contracts if so appointed by Tribal Council.

Cooperates with all officials and agencies concerned with the development and management of Food Distribution; promotes an understanding of Food Distribution programs among all members of the Tribe. Encourages efficient utilization of all resources available to the Department; seeks to meet community needs. Develops and maintains appropriate plans for Department activities to provide an adequate supply of resources and maintain existing resources to meet goals.

Collaborates with all Little Shell tribal departments and programs on the shared mission and goal of providing services to tribal members. Works to find synergies across tribal programming in order to bring together different department where possible to provide a broader and more effective range of services for tribal members. Effective collaboration drives the success of the Tribe, its programming, and its tribal members.

Engages in national and regional level organizations to better understand and have input into Food Distribution and community development issues that affect the Tribe. Ensures Little Shell Tribe's positions on national and regional Food Distribution issues are promoted and understood.

All other duties as assigned.

## **B. Fiscal Management & Responsibilities**

Submits requests for funding to Tribal, State, Federal, and other entities as directed.

Assists with maintenance and review of all Food Distribution Department operating and programming budgets. Monitors all financial activities with the assistance of the Director of Operations and finance department. Proposes to the Tribal Council on any amendments to budgets for planning revisions or proper balances.

Assists with the preparation and submission of all required federal financial reports, annual performance reports, and federal audit reports.

Consistent with the Tribe's procurement policy, approves all purchases, changes, invitations to bid and other Department obligations of funds. Participates in the award contracts after reviewing bids.

Explore opportunities to leverage funds to increase budgetary opportunities.

## **II. Supervision Received**

This position reports to the Little Shell Tribal Council for approval of the establishment of programming, planning, policy development, and other complex decision-making. The Food Distribution Program Director reports to the Little Shell Director of Operations for daily administrative reporting and tasks. The Food Distribution Program Director should be able to fully administer the functions and operations of the Food Distribution Department subject to tribal policies and guidance and direction of Tribal Council. The position makes a variety of independent decisions (routine, non-routine, complex and non-complex) on a daily basis.

## **III. Supervision Exercised**

The position functions as a program supervisor providing full program management and performing supervisory duties such as evaluating employee performance consistent with the Tribe's personnel policy, identifying training needs, recommending personnel actions and invoking discipline for an eventual staff of several personnel. The position is also responsible for oversight and supervision of contract personnel as they perform various duties for the Tribal Food Distribution Department such as: emergency plans, facility repairs and maintenance, cultural preservation, feed provision, veterinarian care and other Food Distribution related activities as established by approved Food Distribution programming and projects.

## **IV. Working Relationships**

Relationships are typically with Tribal, State and Federal officials, clients, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

## **V. Working Conditions & Location**

Outdoor conditions and environments with exposure to hazards such as fumes or airborne particles, risk of electrical shock, extreme weather conditions, vibration, toxic or caustic chemicals, and loud noises. While performing the duties of this job, the employee must

The position will require driving to and from herd management and work sites. The Food Distribution Director will also have to travel to Tribal, State, Federal regional and national meetings and conferences. The position will be located in Great Falls, Montana at the Little Shell Food Distribution location.

## **VI. Qualification Requirements**

**A. Minimum Training and Experience** – High School Diploma or GED and 5 years of experience in daily operation of programming. Preferred requirements include a Bachelor's degree in Business Management or similar field, and three years of relevant experience; or any equivalent combination of training and experience.

- B. Knowledge** – Knowledge of Food Distribution program development; understanding of leveraging funds to build capacity; working knowledge of applicable federal agency policies and procedures including SNAP, FDIPR, and CSP.
- C. Skills** – Skills in supervisory roles as well as administrative and management practices/procedures; demonstrated skills of budgeting and accounting; must have superb organizational skills.
- D. Abilities** – Ability to communicate effectively orally and in writing; ability to function in a culturally diverse environment; ability to maintain a liaison with other local food distribution programs; ability to establish and maintain effective working relationships with others.
- E. Necessary Special Requirements** – Must possess a valid driver’s license and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.
- F. Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with clients about Little Shell Tribal Housing Department services.

**VII. Conditions of Employment**

- A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C.** Candidates must possess a valid driver’s license and meet insurability requirements of the Tribe.

**VIII. Indian Preference**

The position is subject to the Little Shell Tribe’s Indian Preference Policy.

**IX. How to Apply**

Qualified candidates must submit the following materials to [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org):

- A.** Resume
- B.** Cover Letter
- C.** Salary Expectations or History

Any questions should be directed to the following [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org).