



Nueta Hidatsa Sahnish College

Position Description

POSITION: Food Sovereignty Coordinator **CLASSIFICATION: Full-Time**
DEPARTMENT: Agriculture **FLSA STATUS: Non-Exempt**
ACCOUNTABLE To: Food Sovereignty Director **PAY RANGE: \$18 - \$22 hr.**
LOCATION: New Town, ND Campus

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

The coordinator will work to fulfill NHSC’s food sovereignty strategic plan, as well as the objectives of the USDA NEXTGEN tribal food systems project. The work will help create a sustainable tribal food system for NHSC and its surrounding communities.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Manage projects and activities in coordination with the mission and goals of the NHSC’s food sovereignty program that builds tribal food systems for students and community.
- Support Project manager with coordination of project activities.
- Assist with agriculture labor for the college and tribal community.
- Coordinate distribution of produce to local community partners and members.
- Participates in professional development that builds knowledge and skills in the medicinal value and cultural significance of plant foods and medicines.
- Work alongside food sovereignty director and NAS professors with food sovereignty-related topics such as agriculture and cultural preservation.
- Collect inventory along with traditional seeds for the NHSC seed cache. Assist with seed distribution and tracking.
- Assist with research related to holistic and emotional benefits within traditional gardening, agriculture and equine therapy.
- Coordinate and help organize community outreach programs such as traditional food preparation and preservation workshops, which may include multimedia production.
- Assist with communication with community partners.
- Maintain records pertaining to program activities.

- Purchase equipment and supplies.
- Track and document relevant programmatic metrics and data.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: While performing the administrative functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal. Capabilities of performing field functions. The employee is often required to stand, walk, jump, climb, lift and carry in excess of 50 lbs., reach, pull, push, and handle livestock and agriculture equipment in a rural outdoor setting, in all weather conditions.

Skills: Effectively manage personnel, budgets, facilities, and equipment for the athletic programs.

Abilities: Endure physical labor gardening outdoors. Follow directions and work with coworkers. Self-starter, able to work independently.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: Associate's degree or equivalent training. Follow directions and work with coworkers. Ability to communicate effectively within a multicultural population. Awareness of Nueta (Mandan), Hidatsa, and Sahnish (Arikara) culture.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
humanresources@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer