



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Nutrition Program Educator	Open Date:	June 25, 2018 (rev.)
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Position Objective: Provide nutrition education to the participants of the Spirit Lake Food Distribution Program clients throughout the year and coordinate activities within the parameters of the FY-18 Special Nutrition Education grant award.

Major Duties & Responsibilities

- Performs duties specific to the goals and objectives identified in the 2016 Food Distribution Program Nutrition Education grant. This may include training attendance, community education, garden management, youth camp management, and collaboration with related programs and agencies.
- Works as a team with the United Tribes Technical College staff to develop and deliver educational programs that meet the needs of Tribal communities served by FDP, including nutrition education.
- Provides nutrition and wellness exhibits, classes and programs for youth and adults.
- Participates in community activities with planning groups to promote nutrition and wellness.
- Communicates with Tribal organizations, agencies, and other educational institutions to meet FDP grant goals and objectives.
- Attends meetings related to project goals and objectives.
- Provides progress reports to FDP Director and other collaborative agencies as needed.
- Other duties as assigned.

WORKING CONDITIONS:

General office conditions and outdoor garden work. Normal work week is 40 hours following Spirit Lake Sioux Tribe policy. Work assignments may require occasional evening or weekend work, based on scheduled assignments and community classes. Some overnight travel may be required.

SUPERVISION EXERCISED:

Depending on organization and scheduling of nutrition education sessions, supervision of part-time temporary assistants may be required.

MINIMUM QUALIFICATIONS:

Two-year degree or related experience in the areas of nutrition, LPN, Education, Social Work or Allied Health Programs.

OTHER QUALIFICATIONS:

- Work experience with Native American communities, agencies and institutions of higher education.
- Possess good oral and written communication skills.
- Valid driver's license.

- Ability to establish working relationships and presentations with/to Tribal officials, collaborative partners, and other agency representatives.
- Must pass a pre-employment drug test and will be subject to random drug testing.
- Must possess and maintain a valid Class D Driver's License and have reliable transportation.
- Subject to background check.
- Excellent written and verbal communication skills.
- Friendly, customer-orientated personality.
- Ability to physically perform the essential functions of the job and be able to lift 50 pounds.

Job Role:	Supervise & Monitor	Company Industry:	Spirit Lake Tribe Food Distribution Program
Exempt/Non-exempt		Closing Date:	Open until filled
Employment Status:	Full time	Supervision	Food Distribution Director
Monthly Salary Range:	DOQ	Manages Others:	Yes
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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