

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

FOOD SYSTEMS SPECIALIST

One (1) Grant Funded Part-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume
- Personal Statement / Cover Letter
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services.
- Copy of a valid Michigan Driver's License
- Minimum of three (3) letters of recommendation
- College Transcripts, if applicable
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent.
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

FOOD SYSTEMS SPECIALIST

Part-time Grant Funded, Non-exempt position

LOCATION:

KBIC Natural Resources Department – Pequaming,
Michigan (Located 7 miles from L'Anse on Pequaming
Road)

SUPERVISORY CONTROL:

Administrative Specialist

SALARY:

Grade 8 (starting wage = \$20.21/hr.)

QUALIFICATIONS:

Must possess an Associate's Degree in public health, agriculture, soil science, or other food system related field with three (3) years of relevant community food systems related experience.

OR

Must possess a High School Diploma or GED with a combination of five (5) years of post-secondary education and work experience in public health, agriculture, soil science, or other food system related field.

- Experience in administering grants, working with grants, and grant report writing preferred.
- Knowledge of tribal and local government operations preferred.
- Knowledge of composting methods/techniques preferred.
- Knowledge of food systems, food codes, and food sovereignty required.
- Knowledge of soil samples, analysis interpretation, and management of soil amendments preferred.
- Knowledge of organic gardening, farming, harvesting principles preferred.
- Excellent organizational skills, including the ability to coordinate program details and organize events required.
- Ability to work respectfully in a context of individual and cultural differences
- Ability to effectively communicate ideas verbally, written, and through educational technology
- Ability to promote KBIC and its programs through media and other public interfaces
- Able to manage multiple tasks/projects efficiently and effectively.
- Ability to create and present public information and education materials effectively (brochures, flyers, articles, etc.).
- Must be willing to work flexible hours including: 8+ hour days, late nights, early mornings, and weekends.

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- Must have experience with Microsoft Word, Excel, and Power Point.
- Must be in good physical condition, able to perform strenuous duties for extended periods of time such as walking long distances of up to several miles, and shall be able to regularly lift and carry 50 pounds of equipment.
- Able to work efficiently and maintain disciplined and professional work ethic both with minimal supervision and in a team environment.
- Possess legible handwriting, able to pay close attention to detail, and maintain good documentation of activities.
- Must be able to travel at least 50 miles three days per week.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Provide our community with a better picture of what our food system looks like and how our resources are managed.
2. Oversight and coordination for the operation and maintenance of the community garden (DIGs), including: organizing and reporting on care of plants, soil amendments, composting, plot rental, disease/pest monitoring, weeding, etc.
3. Will have oversight of the operation of the DIGs (community garden on Brewery Road), coordinate community food systems educational programs, and public events based on Indigenous knowledge
4. Oversight of the operation and maintenance of the high tunnels.
5. Implement goals to advance, promote, and protect food sovereignty.
6. Maintain and build upon existing partnerships related to food systems and food sovereignty to increase equitable access to healthy and affordable food for all community members.
7. Participate on committees and working groups related to food systems, food sovereignty, and indigenous foods.
8. Coordinate food system programs and events.
9. Provide opportunities for cultural teachings at planting, growing, and harvest times.
10. Coordinate and participate in volunteer opportunities.
11. Communicate, share knowledge, and offer support to community garden participants.
12. Provide and assist with public presentations on soil health, companion planting, insects, composting, harvesting and food preparations, propagation, seed saving, and additional topics relating to knowledge sharing about the garden.

13. Outreach and education in local schools, places of worship, and academic institutions.
14. Develop a means to distribute food harvest to ensure programs reach and serve the local community.
15. Promote KBIC NRD programs to develop greater access, visibility, and value to our food systems. This will include the sharing of information through social media and other outlets.
16. Evaluate and report on activities and events to inform future events/activities, improve effectiveness, and demonstrate value. This may require the use of existing evaluation tools or the development of new tools/resources.
17. Complete trainings as required, which may include the Master Gardener's program, ServSafe training, IHS Food Handler, and HACCP.
18. Standard Operating Procedure development, implementation, and oversight for the use of food processing equipment and facilities.
19. Travel and stay out of town or out of the area for work-related duties, conferences, and/or trainings.
20. Maintain effective and professional communication and working relationships with relevant Department staff, Tribal, State, and Federal personnel, local governments and organizations, schools and colleges/universities, and members of the community.
21. Maintain strict confidentiality regarding Department and KBIC-related information and data.
22. Develop grant proposals to continue funding for this position and expand the program.
23. Complete administrative duties, including grant reporting and budget tracking, and monthly report preparation.
24. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: March 26, 2026

Closing Date: April 10, 2026 at 4:00pm

TERO Approved: Deborah Pacion Date: 3/26/26
Reviewed for barriers