

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applicants for the following position:

OPENING DATE: April 7, 2021

CLOSING DATE: April 21, 2021

AGRICULTURE PROGRAM MANAGER

JOB STATUS:

AGRICULTURE PROGRAM MANAGER

Career Field: Program Staff D

Pay Range: \$21.79 - \$33.26 per hr.

Classification: Grant funded, 32 hrs/week, 1-year position

LOCATION:

Penobscot Nation

NATURAL RESOURCES

27 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Education: Associates degree in a related field required. Bachelor degree in a related field preferred.

Skills: Must have at least 2 years' experience of a combination of program management and personnel management.

Experience with agricultural production methods and organic farming preferred.

Combination of relevant education and experience may be substituted.

Must have a valid Driver's License and be insurable under the tribal insurance policy. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or on line at www.penobscotnation.org or call 207-817-7312 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Indian Island, ME 04468

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

Job Description

Position Title: Agriculture Program Manager

Department: Natural Resources

Reports To: Director of Natural Resources

Rate of Pay/Category: \$21.79 - \$33.26 / Category D

Status/Term: Grant funded, Temp position, 1-year, 32 hours/week

JOB SUMMARY:

The Agriculture Program Manager is responsible for the overall management and development of the Penobscot Nation food security initiative. This includes overseeing the operation of the Peoples Garden hoophouse area on Indian Island, and the planning for the expansion of tribal gardens to other tribal lands.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- 1)** Oversee the day-to-day operation of the hoophouse on Indian Island. Includes soil preparation, seed/seedling planting, cultivation, harvest, and distribution of produce in the community.
- 2)** Coordinate volunteers, interns, and staff in the operation of the hoophouse.
- 3)** Plan, develop, and administer a CSA(Community Supported Agriculture) type of program for the Indian Island community
- 4)** Prepare grant applications and other funding requests to support the food security initiative
- 5)** Provide Technical Assistance to tribal member gardeners and other gardens on the reservation(youth and seniors gardens)
- 6)** Develop other tribal land parcels for expansion of the food sovereignty initiative
- 7)** Other duties related directly to the operation and development of the Penobscot Nation food security initiative.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Education: Associates degree in a related field required. Bachelor degree in a related field preferred.

Skills: Must have at least 2 years' experience of a combination of program management and personnel management.

Experience with agricultural production methods and organic farming preferred

Combination of relevant education and experience may be substituted.

LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Valid Driver's license required

Master Gardener Program certificate preferred

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., physical requirements of position, job environment/conditions)

Physical requirements for the position involve the ability to lift up to 40lbs, and to work in outdoor and greenhouse settings. Job duties require working in areas where biting flies and mosquitoes may be present.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request