

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: May 15, 2024

CLOSING DATE: May 28, 2024

AGRICULTURE PROGRAM MANAGER

JOB STATUS:

Agricultural Program Manager
Career Field: Program Staff D
Pay Range: \$24.23 - \$37.01 per hr.
Classification: Grant funded, 32 hrs/week, Temporary

LOCATION:

Penobscot Nation
Department of Natural Resources
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

Education: Associate degree in a related field required. Bachelor's 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

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 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: \$24.23 - \$37.01 / Program Staff 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.
- 8) Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- 9) Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- 10) Performs other duties assigned as required.

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

Education: Associate degree in a related field required. Bachelor's 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