

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://Oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Community Outreach Coordinator
POSITION NUMBER: 3000
DEPARTMENT: Tsyunhehkwa
LOCATION: 139 Riverdale Oneida WI
DIVISION: Environmental, Health, Safety & Land
RESPONSIBLE TO: Agricultural Supervisor
SALARY: NE07 \$16.95/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 27, 2019
CLOSING DATE: Until Filled
Transfer Deadline: March 6, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Assist, plan and assure completion of individual and community garden tilling and organization, seed and plant distribution; workshops and tours; white corn planting and harvest and other duties as season dictates. Work requires flexible hours including evenings, weekends and holidays; long hours with the possibility of a seven-day work week when seasonal work load requires. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Coordinate Community Events including Seed and plant distribution from start to finish including advertising and invoices.
2. Schedule, coordinate, advertise, register, teach/present and evaluation of a variety of horticulture, gardening workshops and at Oneida farmers market for Tribal programs and community members.
3. Coordinate and manage several events and lead planning teams for white corn harvest, including Harvest Fest community event, Education Days for local schools and Cultural Education Days for employees.
4. Develop coordinate and maintain a community garden on site. Inventory and maintain all garden equipment and tools.
5. Maintain and develop processes which will identify and develop sites for the reproduction, harvesting, drying, and preservation of the Indigenous Seed Bank.
6. Perform administrative tasks including requisitions, invoices, cash boxes, filing and answering telephones.
7. Maintain and document project records. Assist in developing Indigenous Organic Certification program for seeds and land.
8. Coordinate Community Garden Tilling service each spring and serve as an educational resource for community home gardeners.
9. Development of Tsyunhehkwa educational materials for community distribution.
10. Assist in all phases of white corn production and harvesting as needed/requested.
11. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
12. Assist in all other areas of Tsyunhehkwa as seasonally needed.
13. Coordinate on site gardens and medical plants distribution.
14. Must be a problem solver and be able to demonstrate skills in gathering and analyzing information, event coordination and marketing. Establish a social media presence for advertising and marketing purposes.
15. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION

Community Outreach Coordinator

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend/stoop, crawl, reach above shoulder level, crouch, push/pull and carry up to seventy-four (74) pounds and lift up to fifty (50) pounds.
2. Occasionally sit, climb heights, kneel, balance, and carry/lift up to one-hundred (100) pounds with assistance.
3. Work is generally performed in an agricultural outdoors setting with a moderate noise level. Exposure to natural weather conditions, high and low temperatures, various dusts and mists, and normal debris, chemicals and hazards common at farming sites may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and experience in gardening practices.
2. Knowledge of community programs and event planning.
3. Ability to be dependable, self-motivated, and have social media skills.
4. Ability to work flexible hours including evenings and weekends.
5. Ability to work effectively with staff and community members with tact, courtesy, respect, objectively and maturity.
6. Ability to be detail oriented, possess excellent organization, planning, and writing skills.
7. Ability to work with minimal supervision.
8. Ability to communicate effectively in the English language both verbally and in writing.
9. Ability to follow directions and work independently.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain training on a variety of agriculture practices.
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge and experience with personal computers.
2. Knowledge of the Oneida Community, its history, language, and culture with the ability to integrate into work.
3. Experience with public speaking, presenting, and/or teaching workshops.
4. Experience operating a tractor with implements and harvest equipment.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Associate Degree in Agriculture, Education, American Indian Studies, Communication, Public Administration, or closely related field; an equivalent combination of education and experience may be considered.
3. One (1) year of experience of planning and coordination of community events.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Must submit a writing sample with application.**