



IAC Vacancy Announcement Technical Assistance Specialist Eastern Oklahoma Region

Closing Date: **February 12, 2021**

Salary Work Schedule Based on experience & qualifications Full-time permanent, Remote

SUMMARY

Do you want to work for an organization whose mission is "To provide a unified effort to promote change in Indian Agriculture for the benefit of Indian People"? The Intertribal Agriculture Council (IAC) was founded in 1987 to pursue and promote the conservation, development and use of our agricultural resources for the betterment of our people. Since that time, IAC has grown to prominence in Indian Country, among the federal government agencies and the agricultural field with which it works on behalf of individual Indian producers and Tribal enterprises. The IAC is widely recognized as the most respected voice within the Indian community and government circles on agricultural policies and programs in Indian Country.

The IAC conducts a wide range of programs designed to further the goal of improving Indian Agriculture. The IAC promotes the Indian use of Indian resources and contracts with federal agencies to maximize resources for tribal members.

DUTIES

The position serves as the Technical Assistance Specialist in the Eastern Oklahoma Region under the supervision of the Technical Assistance Director.

The successful candidate will serve as an outreach and technical specialist providing advisory services; facilitating government-to-government meetings between Tribes and the USDA; identifying problems and issues; advocating for appropriate USDA programs and educating Tribes and individuals of the benefits available through these programs; developing relationships between Tribes, Bureau of Indian Affairs, USDA and the IAC; and informing Indian communities of the mission, goals and objectives of the IAC.

Work with all Tribes and Tribal partners in respective region to gather data, assess Tribal conservation needs and assist Tribal leaders and individuals on obtaining services across all applicable programs from the USDA. Provides direct conservation planning and implementation services, or works with others to ensure Native practices are being considered as applicable, that services and technical assistance is provided to address natural resource concerns on Tribal lands, and that recommended practices are culturally sensitive and technically sound.

Perform outreach and other activities to help establish and maintain good working relations with

Tribes, Bureau of Indian Affairs, USDA and Indian Health Services in the region. Works closely with IAC leadership to develop policies, procedures and directives to strengthen relationships with Tribes and partner agencies; facilitating and promoting workshops, field demonstrations and special events; establishing, maintaining relations, and providing as a point of contact with Federally-Recognized Tribes Extension Program (FRTEP) professionals, 1994 Tribal colleges and other colleges, and First Americans Land-Grant Consortium (FALCON); maintaining contact with other Technical Assistance Specialists in IAC; and performing other activities as needed to develop and improve the efficiency, effectiveness, and quality of products and services provided.

Demonstrate knowledge and proficiency of the history, culture, and traditions of American Indian Tribes and exhibits and promotes cultural awareness and sensitivity to individual Tribal customs. Provides training and advice to others who work directly with Tribes on appropriate interaction with Tribal representatives to ensure relationships are respected and adhered to.

Maintain and revise workload analysis, plans of operations, goals, and documentations of accomplishments including reporting progress in appropriate databases or computer systems. Apply data to analyze, assess, and evaluate issues and concerns for presentation to leadership the observations, findings and recommendations to resolve substantive problems and issues related to the effectiveness and efficiency of the Tribal and government consultation process. Provide as an additional point of contact between the USDA Office of Tribal Relations and Tribal governments in the region to facilitate efforts across all functions of USDA agencies.

Actively engage and support the evolving youth programs of IAC to ensure adequate program development and delivery across the region. Facilitate collaborative partnership networks that provide opportunity for youth seeking professional development and internship experience and serve as a mentor to inspire the next generation of leadership across the region.

REQUIREMENTS

Applicants must meet all qualifications and eligibility by the closing date of this vacancy announcement. It is desired that applicant have 1 year experience in each of the following:

- Working knowledge of USDA programs and services and the application procedures as they relate to use on Indian Lands.
- Working knowledge of financial assistance programs and work experience with clients to leverage external funding sources to address resource concerns.
- Working knowledge of Tribal and BIA operations, procedures and policies as they impact participation in USDA programs.
- Ability to develop and maintain strong working relationships both internally and externally, including media contacts and vendors; ability to develop timelines and meet deadlines; strong detail orientation; high standards for quality work; personable demeanor/excellent customer service orientation.
- Ability to handle multiple projects concurrently.
- Outstanding organizational skills.
- Ability to clearly communicate information effectively and persuasively both orally and in writing with diverse interest groups, agriculture Producers and Dignitaries. • Computer

- proficiency: word-processing, spreadsheet, PowerPoint, and database management.
- Education - Soil Conservation, related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, agricultural engineering preferred.
- Perform other reasonable requests by IAC.

The successful applicant will work with all other staff in accomplishing the goals of the organization related to IAC and assisting with outreach and related functions to ensure Tribes and Producers are aware of programs and participating at their capability level.

Applicant must possess and maintain a valid driver's license and designate a financial institution for your salary to be a Direct Deposit/Electronic Funds Transfer.

Benefits:

Full health, life, and dental insurance; 6% equivalent of the annual salary will be contributed to a retirement account. Eligible for holiday, annual, and sick leave.

Selection Procedure:

Applicants will be evaluated based on qualifications for this position as evidenced by the education, experience, and training you describe in your resume and cover letter. Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be invited to participate in an interview.

TRAVEL

Extensive/extended travel required for field visits, training, meetings, and work related activities.

HOW TO APPLY

Email required documents to: keir@indianag.org

A resume and cover letter are required for your application to be complete. Failure to submit required, legible documents may result in loss of consideration.

PLEASE NOTE In the interest of filling this position as efficiently as possible, we are requiring the following:

- If called for an interview, applicants must be available to interview by phone or in person within 3 business days of being contacted.
- If a tentative job offer is extended, the selectee will have 2 business days in which to accept or decline.

Equal Employment Opportunity Policy:

The Intertribal Agriculture Council does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.