



## Intertribal Agriculture Council (IAC) Vacancy Announcement

### **Natural Resources Program Specialist**

#### **Summary**

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 Native producers and Tribal enterprises.

The IAC is seeking a Natural Resources Program Assistant to join our Natural Resources team. We seek a dynamic individual who is resourceful and self-sufficient but understands the value and importance of working on a team. Ideal candidates will have a passion for conservation, restoration, and the regeneration of Tribal lands. This position requires a basic understanding of the needs of Native farmers, ranchers, and producers across the country and a passion for technical assistance and regenerative agriculture.

Reporting to the Director of Natural Resources, the Natural Resources Program Assistant will work on a national scale to assist Native producers and Tribal Enterprises. The Program Assistant will work closely with the Natural Resources Director and expect to collaborate with the IAC's diverse teams in Professional Development, American Indian Foods, Regional Technical Assistance Network, and Policy & Government Relations programming.

**Job Classification:** Full-time, non-exempt

**Salary:** \$40,000-\$50,000, DOE

**Location:** Remote, with travel

**Closing Date:** Open until filled

#### **Duties and Responsibilities**

- Develop and maintain new and existing partnerships with Tribal organizations, Tribal nonprofits, USDA and NRCS staff, Tribal producers, and more;
- Contribute to the development of natural resources focused workshops, webinars, field days, and trainings in collaboration with other IAC staff and partners;
- Create outreach materials and publications related to specific natural resources related topics, including but not limited to: regenerative agriculture, soil health, soil testing, applicable USDA and/or NRCS programming, IAC youth programming, and more;
- Represent IAC Natural Resources Programs and our core mission areas in virtual and in-person presentations on a local, regional, or national stage, when called upon;
- Be present and contribute to weekly Natural Resources team meetings, IAC All-Staff meetings, and TA staff meetings when applicable;

- Assist the IAC's Technical Assistance Specialists in conducting Natural Resources related outreach, trainings, and field days in their respective regions;
- Assist the IAC's American Indian Foods program staff in conducting outreach and supporting further development of the Rege[N]ation Seal and Pledge and any other related Natural Resources related programming;
- Assist the IAC Professional Development Specialist in running IAC's Natural Resources Youth Internship Program;
- Assist the Natural Resources Director with ongoing Natural Resources work, including but not limited to:
  - Grant writing;
  - Grant reporting;
  - Supporting the Director during partner meetings with producers, agency staff, Tribal partners, etc.;
  - Continued development of any and all Natural Resources programming, and;
  - Project development and management.
- Attend related training, workshops, conferences, etc. for networking purposes and to improve personal knowledge of Tribal land management, regenerative agriculture, natural resources, climate change, and more;
- Maintain internal reporting through Salesforce and Trakstar;
- Maintain IAC's All-Staff Calendly account, and;
- Work with IAC's virtual platforms, including Mighty Networks, YouTube, Facebook, Instagram, mighty networks, and YouTube channel.

## **Qualifications**

### *Required:*

- A strong passion for the conservation, restoration, and regeneration of Tribal lands;
- Ability to develop and maintain strong working relationships both internally and externally, including but not limited to relationships with IAC staff, partner organizations, federal agency staff, and Tribal producers;
- Outstanding organizational skills;
- Ability to manage projects concurrently;
- Ability to manage grant deliverables and assist with grant writing;
- Ability to develop timelines and meet deadlines;
- Strong detail orientation;
- Personable demeanor/excellent customer service orientation;
- Computer proficiency in the following programs: G-Suite (G-mail, Google calendar, Google Docs, Google Sheets, etc.), Zoom, Data Management (SalesForce), scheduling apps (Calendly), Microsoft Suite, and more;
- A commitment to learning and staying up to date on USDA, FSA, and NRCS programming, regenerative agriculture practices, soil health, conservation planning, opportunities for Tribal youth in agriculture, and Tribal land management;
- An understanding of Federal Policy and its impact on Tribes and Tribal producers.

### *Preferred:*

- Experience navigating programmatic funding cycles and reporting procedures associated with grant-funded programming.
- Working knowledge of regenerative agricultural practices, soil health, conservation planning, and tribal land management;

- Working knowledge of USDA programs and services and the application procedures as they relate to use on Indian Lands;
- Working knowledge of Tribal and BIA operations, procedures, and policies as they impact participation in USDA programs;
- Working knowledge of Tribal sovereignty, Tribal government issues, and reservation communities.
- Familiarity with Agricultural Resource Management Plans (ARMP) and Integrated Resource Management Plans (IRMP) and their important role in shaping Tribal natural resource management efforts.

**Education and Experience:**

- Bachelor’s degree in a related agricultural or natural resource discipline such as soil science, agronomy, forestry, agricultural education, environmental science, or four years of work experience in a related field.
- Applicants should have prior experience working within Tribal communities and/or be active in their Tribal communities.

**Conditions of Employment:**

Successful applicants must possess and maintain a valid driver's license. They must also designate a financial institution where their salary will be accepted as a Direct Deposit/Electronic Funds Transfer.

*Benefits*

Full health, life, and dental insurance for employee & family; IAC will contribute 6% of the employee’s annual salary to a retirement account (there is no match requirement). Employees are eligible for holidays, annual, and sick leave.

*Travel*

This will be considered a remote position, with varying levels of travel. Moderate travel (post-COVID) can be expected to support outreach, collaborative projects, enhanced training, and partnership establishment. Extensive and extended travel required for field visits, training, meetings, and work-related activities *may* occur but can often be planned to accommodate the individual’s workload.

**How to Apply:**

Submit cover letter and résumé to Natural Resources Director Emily Luscombe at [emily@indianag.org](mailto:emily@indianag.org)

**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 factors.

## **Reasonable Accommodation:**

The IAC will provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the IAC directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, organizations utilizing federal funding must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis. Send accommodation requests to the Director Operations and Strategy: Donita Fischer [donita@indianag.org](mailto:donita@indianag.org)

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