



Intertribal Agriculture Council (IAC)  
***International Marketing Specialist***  
***American Indian Foods Program***

### **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 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 and food systems. Since 1998, the IAC American Indian Foods (AIF) Program has provided a viable alternative for Indian producers to market their products overseas through collaboration with the USDA Foreign Ag Service and other federal agencies. The partnership was developed as a platform for American Indian food businesses to showcase their products and share tribal cultures with the world.

The International Marketing Specialist position is under the direct supervision and guidance of the AIF Program Director (PD). The International Marketing Specialist will assist in ensuring the AIF program complies with all federal regulatory requirements. The successful applicant is expected to know and work in all facets of the Intertribal Agriculture Council while having detailed knowledge about the AIF Program.

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

**Salary:** \$50,000-\$60,000, DOE

**Location:** Remote, with travel

**Closing Date:** Open until filled

### **Duties and Responsibilities:**

- Inform federally recognized Tribes, Alaska Native Villages, and their respective members of potential export marketing opportunities.
- Data analysis, statistics, and marketing issues regarding AIF in designated international markets.
- Participation in developing marketing strategy and production of an annual grant application for federal funding.
- Function regularly with a team of professionals, including other trade organizations, to develop and implement mutual foreign export goals.
- Work closely with the PD to oversee and implement marketing activities such as trade shows, trade missions, press or public relations missions, seminars, social media, and in-store promotions.

- Assist PD with monitoring the use of the Made/Produced by American Indian trademark
- Communicate internally with IAC staff and externally with industry stakeholders, including USDA and other partnering organizations (foreign and domestic). Communication includes responding to requests and reporting via written and verbal updates.
- Diligent budget management, including preparing and maintaining all necessary financial documentation and reports
- Coordinate and oversee all international travel, including airline tickets, lodging, local transportation, and more, for participants at International Trade Missions, Shows, and other AIF events.
- Maintain all necessary Market Access Program (MAP) documents required for proper management and compliance, including, but not limited to: Participant Contribution Forms, Evaluation Forms, Travel Expense Reports, and Compiling Participant Sales numbers.
- Regular domestic and international travel is required.

### **Qualifications:**

#### *Required:*

- A vibrant passion for uplifting indigenous land stewards and their foodways through diversified and tailored marketing efforts on a global scale;
- 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;
- Strong analytical & problem-solving skills, with outstanding attention to detail and organizational skills;
- Ability to manage projects concurrently, work well in a remote setting, and develop timelines and meet deadlines;
- Public speaking and presentation skills, and a personable demeanor with excellent customer service orientation;
- Computer proficiency in the following programs: G-Suite (G-mail, Google calendar, Google Docs, Google Sheets, etc.), Zoom, Microsoft Suite;
- Requires the ability to have or attain a passport for international travel;
- Requires light duty physical work during general office duties, trade shows, market promotions, and international travel. In addition, the ability to withstand the fast pace of international travel is a must;

#### *Preferred:*

- Working knowledge of regenerative and indigenous agricultural systems and their impact on food production;
- Working knowledge of small to mid-sized food and agricultural business operations in Indian Country;
- Working knowledge of effective marketing strategies in the food and agricultural sector;
- Working knowledge of Tribal sovereignty, Tribal government issues, and reservation communities and an understanding of federal policy and its impact on Tribes and Tribal producers.

**Education and Experience:**

- Bachelor's degree in marketing, international relations, and or a related field, **or** three years of work experience in a related field.
- A minimum of 1-year experience in Indian Country food systems advocacy work.
- 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 a remote position, with extensive travel on an international basis (as COVID allows).

**How to Apply:**

Submit required documents to American Indian Foods Program Director Latashia Redhouse at [latashia@indianag.org](mailto:latashia@indianag.org).

***Required Documents:***

The following documents are required for your application to be complete. Failure to submit required, legible documents may result in loss of consideration.

- Cover Letter: Think of this as an initial interview and a chance to make your first impression.
- Résumé, which clearly highlights your qualifications for this position.

***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 within 7 business days of being contacted.
- If a tentative job offer is extended, the selectee will have 2 business days 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 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 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)