Burns Paiute Tribe

Food Sovereignty Program Manager

Job Title:	Food Sovereignty Program Manager
Department:	Emergency Management and Resiliency
Reports To:	Emergency Management and Resiliency Director
FLSA Status:	Exempt, Full-time
Opens:	8/7/26
Closes:	Open till Filled
Salary:	GS 9 DOE

POSITION SUMMARY

In 2019, Burns Paiute Tribal members established a community garden to grow fresh produce for the Tribal community. The Burns Paiute Tribe also has regular ceremonial hunts, gathering camps, and fishing events. Building on this, we established a Food Sovereignty Program in 2024, within our Emergency Management and Resiliency Department. Over the last year, our team has been developing a Food Sovereignty Plan which outlines projects and priorities, as determined by Tribal members through a series of collaborative workshops. We have piloted several of the programs within the plan already, such as hosting monthly food and medicine workshops.

The key function of the Food Sovereignty Planner / Program Manager will be to continue the development and implementation of the Food Sovereignty Plan and, when it comes times to do so, begin drafting the next 5-year plan. The current priorities of the Food Sovereignty program include:

- **GROW HEALTHY AND NUTRITIOUS FOOD TO SUSTAIN THE TRIBAL COMMUNITY** We intend to increase the amount of food that is available on the reservation and can be distributed at no-cost to Tribal members and their families.
- **STRENGTHEN TRADITIONAL FOOD WAYS** We seek to restore the presence of traditional food plants and animals on the reservation and in the surrounding areas, and support Tribal members in their process of reconnecting to gathering, hunting, food processing, and cooking practices.
- **OFFER MULTI-FACETED FOOD EDUCATION** We also plan to respond to the requests for more educational programming – both youth-specific and multi-generational – about gardening, gathering, and different ways of making food and medicine.

The implementation of the Food Sovereignty plan will involve helping to advance food production (either gardening or first food restoration) on about 12 sites and helping to implement 10 educational programs in collaboration with the rest of the Food Sovereignty team, as well as with the Natural Resources and Culture and Heritage Departments. This role is also heavily involved with identifying grant opportunities, preparing applications, and managing the spending of grants related to the food sovereignty plan. This role will also involve project management, team coordination and administration, and event planning and logistics for the food sovereignty program.

DUTIES and RESPONSIBILITIES

1. Ensure the implementation of the continued development and implementation of the Food Sovereignty Plan, drafted in 2025.
2. Provide foundational project management, team coordination, and administrative support to the Food Sovereignty team.
3. Help lead the planning, logistics, preparations, and communications about our events and programs.
4. Work with Burns Paiute Tribal staff, Elders, community volunteers, and various entities to carefully plan and complete projects identified within the Food Sovereignty Plan by developing "concept to completion" strategies and acquiring the necessary resources
   (e.g., funding, design, technical assistance, etc.) to achieve defined outcomes.
5. Develop and maintain strong, collaborative partnerships with other organizations and Tribal Nations (examples include, but are not limited to, High Desert Partnership, OSU Extension, NPAIHB).
6. Research grant and other funding opportunities that align with food sovereignty priorities; prepare funding applications and provide administrative support for successful awards.
7. Work with other Tribal program staff to develop new opportunities for expansion of services offered to both Tribal members and non-tribal members, as appropriate.
8. Continually research examples of food sovereignty initiatives that could be used to help meet Tribal community needs and goals. Prepare recommendations for the potential use of such methods for the General Manager and/or Tribal Council.
9. Attend relevant training to network and learn about successful methods and best practices in food sovereignty, traditional ecological knowledge, etc.

EDUCATION or EXPERIENCE REQUIREMENTS

- Bachelor's degree (BA or BS) in landscape architecture, planning, food systems, or related field, along with training or lived experience in Indigenous/Native Studies and Native Nation building/community development (Required). Master's degree (Preferred).
- Experience with drafting planting plans / landscape plans (i.e. in AutoCAD, Adobe, or other related program).
- Demonstrated skill in grant writing/management and contract development/management.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, local government officials, media, and the general public.
- Special consideration will be given to the candidate with demonstrated Tribal food systems or Native herbalism experience. (Preferred)

OTHER DESIRED QUALIFICATIONS

- Ability to travel out of town for meetings and trainings.

- Excellent computer and writing skills.
- Ability to work independently and with teams.
- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, stranding, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.) and climbing stairs.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

HOW TO APPLY:

Return **1)** completed Burns Paiute Tribe Application, **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Human Resources Director
100 Pasigo Street
Burns, OR 97720

Telephone: 541-573-8013
Fax: 541-573-2323
Email: hr@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm or request one via email: hr@burnspaiute-nsn.gov.

Job Application: BPT Application

****ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED****