



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

*Please Post*



**Position:** Program Manager, USDA/Food Distribution Program on Indian Reservations & Quileute Food Bank (Full Time)  
**Supervisor:** Quileute Human Services Director  
**Salary:** \$16.83 - \$18.00 per hour  
**Location:** Quileute Commodities/Food Bank Warehouse, La Push, WA  
**Open:** April 5, 2021  
**Closes:** April 19, 2021

### Job Description

This position administers activities and services of the Quileute Food Bank and the United States Department of Agriculture (USDA) Food Distribution Program on Indian Reservations (FDPIR). Additional oversight is provided by USDA's Food & Nutrition Services/Western Region in San Francisco, CA. The FDPIR provides program benefits to eligible individuals in the service area. General duties of the Program Manager include promoting the general welfare of the Quileute Tribe's low-income population by improving nutrition information and food availability for eligible individuals and families living in the service area determined by the USDA.

### **Daily activities and services include, but are not limited to:**

1. Certification of individuals/households for FDPIR services.
2. Issuance of food from FDPIR and Food Bank sources, including delivery for homebound residents.
3. Warehouse maintenance, inventory, and management.
4. Coordination of work plans, ordering and processing food deliveries, maintaining accurate and organized files, reporting as required by funding sources, conducting food-related surveys across the community, and conduct yearly evaluation of the program.
5. Community outreach to increase participant numbers, event planning, participating in tribal events to market the program.
6. Driving to Forks and Port Angeles to pick up Food Bank items for distribution in La Push.
7. Participation in online training, webinars, and certification activities in addition to travel to USDA/FDPIR Conferences.
8. Communication with Tribal, State and Federal partners to ensure program compliance, fostering good working relationships and services for community members.
9. Other duties as assigned.

### **Preferred Qualifications:**

- Demonstrated experience working with a USDA FDPIR/Commodities Program

- At least two years' experience in a Human Services department and/or working with diverse populations who may be struggling economically.

**Required Qualifications:**

- Excellent understanding of Quileute culture and the La Push community
- Excellent customer service skills
- Proficient with computers, MS Office, MS Publisher, and USDA Web-based software
- Skilled in office organization, communication, and time management
- Ability to work independently under minimal supervision.
- Must possess a valid Washington State Driver's License, proof of insurance and an excellent driving record.
- Ability to lift 40 pounds.
- Willingness to be certified to drive a forklift.
- Must have a high school diploma or GED.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect details as necessary to describe the principal functions of this job, level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Submit a Quileute Tribal Council job application, resume, cover letter and three professional references to:

Quileute Tribe  
Human Resources  
PO BOX 279  
La Push, WA 98350  
Or by e-mail [hr@quileutenation.org](mailto:hr@quileutenation.org)

Obtain a job application and job description at [www.quileutenation.org](http://www.quileutenation.org)

Except as provided by the Indian Preference Act (title 25, U.S. Code sections 472 and 473) there will be no discrimination in the selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference given to Native Americans and Alaska Natives.