



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



Quileute Tribe Job Description

USDA/Food Distribution/Food Bank Program Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **USDA/Food Distribution/Food Bank Program Manager**
Supervisor: Quileute Human Services Director
Location: Quileute Commodities/Food Bank Warehouse, La Push WA
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: \$16.83 - \$18.00 per hour

POSITION SUMMARY:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

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.

WORK ENVIRONMENT:

Work setting is in a warehouse with an outdoor freezer.

QUALIFICATIONS:

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

Minimum/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.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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