



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0044	<b>Opens:</b> 05/23/24 <b>Closes:</b> OUF
<b>Position Title:</b> FDPIR Outreach Coordinator	
<b>Salary Rate:</b> \$18.00 - \$21.00 per hour	<b>Duty Location:</b> Anadarko, OK

### JOB SUMMARY

Under the immediate supervision of the Director, the project coordinator will manage, develop, plan, and implement nutrition education grant activities, perform administrative duties needed to budget and manage expenditures, and maintain records and reports. The coordinator will also keep inventory logs, set up electronic visual aids for grant activities and online surveys and Zoom Classes, assist in the distribution of handouts, healthy recipes, and cookbooks, and assist the Dietitians as needed. Develop and/or implements community tribal wellness policies, practices, or prompts at the FDPIR distribution site level and community events, gatherings, and celebrations. Initiatives can include point-of-decision signage and other behavioral cues to action to promote FDPIR foods and healthy eating. Formulate healthy eating literature and will work to garner support from Tribal Leadership in introducing policy that will support healthy meal preparation and consumption. Improve nutrition-related skills by demonstrating how to use foods included in the USDA FDPIR food package. Provide Healthy Cooking Demo/Class Provide Nutrition Education/Wellness Class each month, Nutrition Staff will develop and distribute recipes promoting fruits and vegetables. My plate Handouts will also be distributed, promoting fruits, vegetable, water, and physical activity.

**Reports To:** Food Distribution Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's Degree in Family and Consumer Science, Nutrition, Education, Public Health, or related field preferred. High School Diploma. At least 2-3 years of experience within education, health, wellness, or related field. Experience working with elementary-age youth and elders.

- Develop and delivers wellness and nutrition education classes and healthy cooking demonstrations.
- Leads presentations and outreaches and provide health information and guidance to individuals and community groups.
- Distributes information to clients through a variety of communication methods.
- Coordinates with outside agencies to maximize resources and information available to Food Bank clients.
- Collects, tracks, and analyzes data; participates in evaluating the effectiveness of program materials and methods to meet grant guidelines.
- Endures timelines are met; assesses quality and quantity of work performed.
- Assists with monitoring program expenditures and community data.
- Assists in food preparation for community outreach activities.
- Performs other duties as assigned accordingly.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*