

MAHPÍYA LÚTA

RED CLOUD

Director of Food Sovereignty

Supervisor:	Executive Vice President
Program Title:	Food Sovereignty
Status:	Full Time-Twelve Month Contract- Grant Funded Program
Classification:	Exempt
Prepared & Approved By:	Executive Vice President

Mission Statement:

The mission of Red Cloud Indian School (RCIS), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. RCIS includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota.

Farm to School Summary:

The Mahpiya Luta Food Sovereignty Director will be responsible for planning, maintaining, and sustaining the farm and greenhouse on-site. The Food Sovereignty Director position and program is contingent upon grant funding. The Director will therefore be required to maintain a successful collaboration with the Advancement office to ensure the work of future fundraising and relationship building to donors is sustainable. The Director will collaborate and network with the cafeteria manager to supply cafeteria produce that meets food safety standard requirements. The Director will design and implement a curriculum for students on a district level, engaging all grades. The Food Director will work with community partners outside of Mahpiya Luta | Red Cloud to promote its mission of community support and engagement and to build relationships that promote food system resilience, cultural foods revitalization, food sovereignty education and advocacy, and positive community impact.

I. DUTIES AND RESPONSIBILITIES:

A. Administration

1. The director is expected to be a trusted member of the executive vice president's cabinet.
2. Ensure the hire and placement of support personal and summer interns
3. Ensure all hiring orientation and paperwork has been complete
4. Manage all time sheets
5. Responsible for evaluation and disciplinary actions.
6. Attend Executive Cabinet meetings.
7. Maintains communication with the ML business office regarding financial matters related to the Food Sovereignty Initiative and its related programs
8. Ensure all Purchase Orders and necessary program invoicing paperwork is processed before late fees or penalties are imposed on RCIS, Inc.
9. Supervise the Cultural Plants and Foods Specialist [Outreach Coordinator] and an Americorps Volunteer [Greenhouse Coordinator]
10. Other duties as assigned by the Executive Vice President

B. Program Development & Evaluation

1. Managing the Farm to School Program.
 - a. Establish policies and procedures to accomplish the mission and purpose of the Farm to School Program.
2. Maintain records and documentation for garden practices.

3. Responsible for collaborating with the Advancement team on grant writing, updating continuation grant proposals and the pursuit of new grants; negotiating budgets and budget management.
4. Works with the Executive Vice President to determine goals and objectives, and performance measures.
5. Solicits the evaluations of the Food Sovereignty Programs annually.
6. Collaborate with the Advancement team on contracting an independent evaluator at the end of each three-year cycle to determine how the Food Sovereignty Initiative is meeting its goals and objectives.

C. Public Relations

1. Maintains communications with national and local media and organizations, including, but not limited to: The Rapid City Journal, Native Sun News, The People's News, The Lakota Times, KILI Radio, JSN, and CNCS.
2. Meet with Red Cloud visitors as needed.
3. Collaborates with the communications department.

D. Community Outreach and Engagement

1. Attend Oceti Sakowin Food Systems Alliance meetings and events.
2. Develop and maintain partnerships with Lakota organizations and growers who promote food sovereignty (daily communication likely needed)
3. Engages with the community and promotes local agricultural production, including the Farmers Market and workshops.
4. Work with local growers to build capacity for school production. Next, work with growers to procure produce for the cafeteria.
5. Present and support education surrounding food sovereignty in the local community at local events, etc.

E. Curricular Development

1. Oversee planning, organization, and facilitation of opportunities for students to work within the farm and greenhouse
2. Inform and collaborate with teaching staff of the opportunities available
3. Maintain a record of all activities and processes

F. Building and Grounds

1. Daily Responsibilities: Water Plants, Feed Fish, and check heater and all pipes and do a visual of the building.
2. Weeding the garden and the greenhouse.
3. Regular Pest Management in greenhouse and garden
4. Weekly deep inspections of plants and facilities
5. Harvesting and processing of the produce using GAPs practices
6. Establish and maintain a presence in the schools, wherever members are assigned.
7. Work with the Maintenance Department for repairs.

G. Grant Management and Compliance

1. Handles all correspondence with the program.
2. Responsible for managing grant deliverables and documentation.
3. Works in collaboration with RCIS, Inc. grant manager on grant fiduciary responsibilities.
4. Responsible for providing the advancement team, grant compliance data and report writing.

II. QUALIFICATIONS:

A. Required Education and Experience:

- Bachelor degree in related field
- Demonstrate work experience in related field

B. Desired and Preferred Qualifications:

- The Director should have a strong background in horticulture or Indigenous land management
- Teaching experience with diverse ages
- Experience in creating instructional assessments.
- Experience in grant management.
- Work experience in meeting food safety requirements
- Strong writing, speaking and presentation/training skills.
- Proficient working knowledge of computer-based applications including word, spreadsheets, and other instructional technology programs.
- Ability to work well with faculty members, administrators, parents and other stakeholder groups.

C. Physical Requirements:

- Prolonged periods standing, walking, stretching, bending, climbing ladders, kneeling, and pulling.
- Must be able to lift up to 50 pounds at a time.
- Must be physically able to operate power equipment.
- Must be able to work in a variety of weather conditions

Open Til Filled

Starting Wage Range: \$35,000 - 50,000 / DOE This is a grant-funded position

To Apply Submit or email; a cover letter, resume and General Application with any supporting documents to:

Brenda bad Heart Bull, VP of HR

Mahpiya Luta/ Red Cloud

100 Mission Drive

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