



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

9911 Chiila Boulevard, Tsuut'ina Nation, AB T3T-0E1

Phone: 403-238-6107
Email: jobs@tsuutina.com

*****COMMUNITY GARDEN AND GREENHOUSE PROJECT COORDINATOR*****

Department: TSUUT'INA NATION YOUTH PROGRAM

Report to: YOUTH PROGRAM COORDINATOR

DESCRIPTION:

The Community Garden and Greenhouse Project Coordinator will be responsible for overseeing the successful implementation of the goals identified in the amended Indigenous Food Storage and Digital Knowledge Base Grant. The Project Coordinators primary responsibility is to lead and motivate project participants and the Tsuut'ina Nation community in the area of gardening, food sovereignty and food security.

DUTIES AND RESPONSIBILITIES:

- Oversee the successful implementation of project workplan including the establishment of a community garden, potato patch, and geothermal greenhouse
- Work in collaboration and under the supervision of the Tsuut'ina Nation Youth Program for administrative and project support including the processing of project payables and payroll
- Orientate and familiarize all project participants on project COVID-19 safety measures and encourage adherence by ensuring all participants complete safety waiver, observe guidelines, and providing access to PPE if needed
- Coordinate the completion of necessary site inspection reports for approval of project site(s) in collaboration with LERD
- Attend and chair all project meetings as necessary
- Serve as a liaison between internal and external project partners and subcontractors to complete necessary project tasks
- Coordinate the purchasing of necessary seedlings, garden supplies, and other project supplies
- Oversee the coordination and completion of projects tasks such as: garden site preparation, planting, garden maintenance, and harvesting in coordination with youth program and other project participants including laborers and subcontractors
- Maintain a record of activities and all project data in order to complete final project reports

- Ensure project alignment with traditional Tsuut'ina values such as respect for the land, prayer, and incorporation of elder knowledge into all aspects of the project where possible
- Encourage project resourcefulness by seeking to offset project costs through partnerships, sponsorships, and attempting to utilize existing resources where possible
- Proactively promote project and food sovereignty initiatives by sharing project updates and other best practices with project participants and community members
- Oversee administration of project budget under the supervision of Youth Program Coordinator in collaboration with Tsuut'ina Nation Finance Department
- Assist in the development of a plan to transition initiative to long-term and sustainable operations in collaboration and coordination with community partners and leadership
- Any other duties required to successfully complete project

Desirable Competencies

- Knowledge and passion for food sovereignty and security with a desire to foster the development new leaders
- Willingness to include elder knowledge, cultural tradition, and language where possible
- Strong written and verbal communication skills
- Proficiency with Microsoft Office, Word, Excel, PowerPoint
- Ability to communicate and coordinate between multiple internal and external project partners
- Ability to positively and proactively problem-solve and overcome obstacles
- Ability to work as a team player in a diverse environment
- Willingness to learn and teach
- Knowledge of Tsuut'ina Nation and Indigenous traditional protocols and practices

Qualification

- High School diploma
- Class 5 drivers licence
- Xyntax knowledge
- Experience coordinating food projects

Requirement

Completed Vulnerable Sector Check with in last 6 months

Competition Open: April 29, 2021
Competition Close: May 12, 2021

Please apply in writing, including a resume to:

Tsuut'ina Nation Human Resources Department
9911 Chiila Boulevard, Tsuut'ina, Alberta T3T-0E1
Phone: (403) 238-6107
Email: jobs@tsuutina.com

****We thank all interested applicants, however, only candidates selected for an interview will be contacted.**