

## **Position Title: Food & Culinary Mentorship Program Coordinator**

Half-time independent contractor (20 hours per week)

Reports to: Program Director (Rowen White)

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**NAFSA is seeking a Food & Culinary Mentorship Program Coordinator to join our team. The ideal candidate should be a dynamic individual who is deeply passionate about the Indigenous culinary and food sovereignty movement with excellent virtual and online communication and project management skills. This is a remote work from home position, but the individual must have the ability to travel for events and staff meetings in the future, when travel is safe.**

The **Native American Food Sovereignty Alliance (NAFSA)** is a national network of Indigenous leaders dedicated to restoring food systems that support tribal self-determination and community wellness. NAFSA's mission is to support Native communities nationally with advocacy, education, and networking as they revitalize their indigenous food systems. NAFSA brings together proven strategies with innovative thinking as we support ethical economic development by promoting expanded local food production that renews natural resources and enhances traditional cultural activities and mentor a new generation of Native food sovereignty activists, chefs, farmers and practitioners. This position will oversee and manage the Food & Culinary Mentorship Program.

**NAFSA's Food and Culinary Mentorship Program** supports Indigenous communities and people through Mentorship, Alliance Building, and Project Development Support to prepare their traditional foods. Rooted in the cultivation of Indigenous food sovereignty, NAFSA's Food and Culinary Mentorship program looks to assist in strengthening the connection of people to their food; from the caretaking of the seeds and the earth they are planted in to the preparation of these harvests and gathering that results in how we nourish ourselves and our communities.

The program partners with Indigenous people, Nations, Tribes, and communities to offer traditional food systems-based, social and entrepreneurship learning opportunities, mentorships, and project development support. NAFSA's Food and Culinary Mentorship Program assists Indigenous Peoples and communities in reconnecting with their traditional diets and lifeways for the wellbeing and health of their communities through providing mentorship and resources. The program assists requests from mentees and communities ranging from technical support, capacity building, training, planning, fundraising and advocacy to revitalize Indigenous foods, food systems and trade networks to share food and establish markets to increase the economic sustainability of Indigenous Peoples.

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## **Job Description:**

The Food & Culinary Mentorship Program Coordinator is a highly interactive, relationship-driven role that will promote and catalyze collaboration across our established networks. We seek a creative visionary and capable organizer with the ability to look at the landscape of the food and culinary movement to continue developing the strategic vision of how this program continues to contribute to the larger Indigenous Food Sovereignty movement. We seek a coordinator with experience in continuing the capacity building of the program.

The ideal candidate has a connection and involvement in the Indigenous food & culinary movement, understanding of the “kitchen culture” and passion for program management & development. The Food & Culinary Program Coordinator will assist with internal communications within the organization as well as coordination, networking and communications with the program’s Chef Mentors, Cohorts and mentees, and partners. The F&C Program Coordinator will work with chefs, mentors and mentees to help organize and support in person meals and events. The ideal candidate is comfortable working with creative autonomy and is used to forging paths of your own based on shared team goals and has natural skills in both written and verbal communication and relationship building.

This is a pilot year for this program to help create the strategic vision of this program as it fits into the larger Indigenous Food Sovereignty movement.

## **Essential Duties and Responsibilities:**

- Work with NAFSA’s Program Staff to develop & implement the Program's 2021 Strategic Plan.
- Coordinate program activities including training and mentorship online and with/in tribal communities.
- Assist with logistics for program trainings, workshops, gatherings and events.
- Manage program cohorts, Cohort Membership Database and Virtual Mentorship Platform.
- Assist with program reporting, monitoring and writing about the progress of the program's initiatives and activities.
- Coordinate program applications launches and communications.
- Contribute to communications content to outreach and raise visibility of the program.
- Work as needed with other staff including program, administration, fundraising and communication coordinators as needed.
- Participate in weekly NAFSA project/program calls, monthly Executive Committee and quarterly Leadership Council as needed.
- Assists staff with fundraising as needed.

## Qualities and Qualifications:

- Demonstrated commitment to the principles and priorities of NAFSA.
- NAFSA strongly encourages applications from Native individuals, especially those enrolled in federally recognized tribes, who have strong connections to tribal communities. All applicants must demonstrate the cultural competence needed to work with our diverse Native American membership and stakeholders.
- Excellent writing, editing and proofreading skills
- Experience and passion for community organizing and networking
- Great time and task management skills.
- Well-organized, detail-oriented, and capable of meeting short term deadlines while advancing multiple projects with long term goals
- Background and familiarity with agriculture, Indigenous food sovereignty, and rural and diverse land-based tribal communities is strongly preferred.
- Creative, demonstrably committed and enthusiastic about equity and justice in Indigenous food sovereignty
- Proficiency or high level of comfort with digital tools and databases (e.g., Zoom, Google Drive etc)
- Fluency in technologies and communication mechanisms that support remote teams, including file sharing, web-based meetings, conference calls, and emerging technologies
- High level of professionalism and exceptional interpersonal skills
- Demonstrated ability to work as a team member as well as the ability to work independently in a team environment
- Naturally curious and open to creative solutions in food and culinary projects and regenerative indigenous economies
- Willingness to travel periodically to quarterly staff retreats and occasional program events in tribal communities

**Deadline to apply: December 4th, 2020 by 11:59 pm (PST)**

**Please send your resume and a cover letter expressing your interest to Nicole Yanes, [info@nativefoodalliance.org](mailto:info@nativefoodalliance.org)**

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*The Native American Food Sovereignty Alliance (NAFSA) is an equal opportunity employer and enthusiastically encourages people from a wide variety of backgrounds and experiences to apply. NAFSA does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, citizenship, age, mental or physical disability, veteran status, marital status, sexual orientation or any other basis prohibited by law.*