Position: Food Sovereignty Garden Coordinator
Department/Program: Youth and Education Services Department
Compensation: $58,000—$68,000 annually
Benefits: NAYA recognizes 14 paid holidays per fiscal year. Additional paid time
off includes accruals of sick and vacation hours; vacation time is based
on tenure with the agency. NAYA also provides medical, dental, and
vision insurance, a Flexible Spending Account, and Life Insurance.
Employees may enroll in a 401K retirement plan after 3 months of
employment and NAYA will match employee contribution to their
401K, up to 6%.

Employment Status: Regular, Full-Time, Exempt
Hours: General working hours are 9am-6pm; flexible work schedule available
upon approval; evenings and occasional weekends, as assigned.

Position Description:
Land sovereignty is at the core of who we are as Native people. It allows us to exist as Indigenous people,
to be in relationship to land. Healing the land is healing ourselves. The Food Sovereignty Garden
Coordinator will work closely with the Indigenous Food Sovereignty Coordinator to meet the program
goals and objectives of the Portland Clean Energy Fund (PCEF) Regenerative Agriculture grant and the
NAYA Food Sovereignty Program. The Food Sovereignty Garden Coordinator will be responsible for
overseeing all NAYA garden planning and seasonal harvest operations, community events, garden
volunteer organization, as well as collaboration across NAYA departments. The Food Sovereignty Garden
Coordinator will allocate their time in the garden/fields and in the office as required for data collection
(approximately 85% garden/15% office).

Essential Functions:
• Planning annual food and medicine garden
• Sourcing garden materials and equipment for the NAYA gardens
• Ensuring health and safety standards are followed
• Coordinating with kitchen to meet their needs
• Coordinating with food boxes to meet needs for fresh produce
• Maintaining a seed bank
• Coordinating with other Native food sovereignty farms and projects
• Working with capstones and garden volunteers to maintain garden
• Organizing educational workshops and community events in the NAYA garden
• Assist with grant writing to increase the Food Program.
• Collaborate with Community Health Workers and Indigenous Food Sovereignty Coordinator

Qualifications:
Education & Training:
• Knowledge of regenerative agriculture processes, traditional ecological knowledge in the farming process, and seasonal agricultural practices in the Pacific Northwest.
• Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Experience:
• Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

Skills:
• Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
• Communication skills, active listening, verbal and written, including public presentation skills
• Proficient computer skills including:
  o Web-based research
  o Word Processing
  o MS Excel
  o Database use
  o Email

Work Environment: 100% office/classroom/field/remotely. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

To apply:

Please send resume and cover letter to jobs@nayapdx.org.