

COMMODITY DIRECTOR ASSISTANT JOB SUMMARY – TRENTON INDIAN SERVICE AREA

Purpose

The Commodity Director Assistant will be responsible for assisting in areas of management, operation, and administration of the Trenton Indian Service Area's (TISA) Food Distribution Program for Indian Reservations (FDPIR). The Food Distribution Program is a state program that provides commodity foods to eligible low-income households residing in the Trenton Indian Service Area. This position will be full-time, Monday – Friday, 8:00 AM to 4:30 PM.

Responsibilities

- Assists the Commodity Director in all areas of responsibility as requested and needed, including:
 - Working within the TISA's effort to provide nutrition education
 - Developing and coordinating outreach efforts for the service area
 - Works with Indian Health Service (IHS) to establish nutrition education efforts for the TISA
 - Learning how to manage and operate the FDPIR program to act as the Commodity Director as needed
 - Ordering of fresh and packaged food items
 - Learning reporting and record requirements, ensuring accuracy and timely completion
 - Assisting with correspondence concerning the FDPIR program
 - May supervise and assist in counting and unloading trucks
 - Issues commodities to eligible households and signs off on certification of households
 - Assisting with maintaining adequate inventory
 - May attend TISA's board of directors' meetings as requested
 - Makes home visits as needed
 - May supervise staff as to responsibilities and functions of the program as requested
 - Acts as receptionist
 - Provides accurate information or referrals to recipients when appropriate
 - Provides information for monthly advertisements
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

Physical Requirements

- Frequent lifting, bending, twisting, standing, walking, balancing, stooping and handling of materials
- Using hands and arms in handling, positioning, lifting and moving and/or manipulating materials
- Must be able to lift up to 50 lbs

Qualifications

- High school diploma or GED equivalent
- Previous administrative and supervisory experience; previous relatable experience is preferred, but not required
- Valid driver's license with acceptable motor vehicle record
- Ability to travel as needed and required

- Strong written and verbal communication skills
- Strong organizational and analytical skills
- Advanced experience using Microsoft Office Programs specifically Word, Outlook and Excel
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Excellent interpersonal and communication skills and empathetic in client interactions
- High standards of ethics and confidentiality when handling sensitive information
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

Application Details

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at lacey.hippe@mytisa.org.