



# CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

**Vanessa Thomas**  
Human Resources Director

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## VACANCY ANNOUNCEMENT

**Position Title:** Community Garden Manager (1 Part-Time)  
**Supervisor:** Land Grant Director  
**Opening Date:** November 1, 2018  
**Closing Date:** November 15, 2018  
**Length of employment:** Up to 3 Years (20-29 hours per week)  
**Salary:** DOQ

### QUALIFICATIONS:

- Minimum of an Associate's degree required from a regionally-accredited institution in horticulture, agriculture, natural resource management, or related field.
- Strong critical thinking skills in organization, planning, and implementation.
- Ability to work independently or as a team member.
- Strong oral communication skills, including presentation.
- Ability to maintain relationships with external constituents and CCCC faculty/staff.
- Ability to lift 50 lbs.
- Must have transportation.

**Condition of Employment:** Appointment will be subject to the applicant's successful completion of a background check.

### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Run the day-to-day activities of the Cankdeska Cikana Community Garden (assign plots to members, perform maintenance, plant, mow, etc.)
- Work to advertise and develop interest in the community garden.
- Support Land Grant staff in bringing relevant speakers workshops.
- Purchase supplies under supervision of the Land Grant Director and keep the garden sheds stocked with equipment.
- Plant and maintain a pollinator garden border.
- Assist in the creation of informational packets/pamphlets on nutrition and culturally relevant recipes.
- Provide support for the behavioral health component of the community garden project.
- Survey participants and deliver garden/program suggestions to Land Grant staff.
- Oversee two part-time student interns.
- Other duties as assigned by the Land Grant Director.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu)

#### *STATEMENT OF POLICY ON NON-DISCRIMINATION*

*Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.*

**Think Dakota • Live Dakota**