Overview:
This position is located at the Research for Indigenous Community Health Center [RICH] at the University of Minnesota, College of Pharmacy, Duluth.

The Project Coordinator will oversee the creation of a national repository, or database, for Native nutrition programs and practices. This is a project that is being developed for the first time and from the ground up.

The duties will include oversight of the project’s operations; collaborative project development; financial and administrative management; identification, recruitment and selection of best/promising practices and recruitment of scientific and community consultants. The Project Coordinator will also be responsible and oversee ongoing partnerships with tribal community members for evaluation and dissemination efforts.

The Project Coordinator will report to the Project Directors.

Essential Functions:

*Establish the first directory of experts in fields relating to American Indian nutrition (30%)*

The intended users of this database would include tribal leaders and staff, non-profits serving Native populations, academic researchers, conference organizers, the news media, government officials, and anyone looking for expertise on general or specialized topics.

a) The will include a biography along with contact information, areas of expertise, credentials, bibliography (where relevant) and searchable tags by category

b) Supervise the project assistant and input of data
c) Coordinate and solicit feedback from the Advisory Council

**Build a comprehensive bibliography of material relating to American Indian nutrition and health.**

a) This will include topics such as: dietary practices, nutritional science, food traditions, ethnological history, agriculture, fishing, hunting, gathering, food production, law, public policy, tribal programs, Federal programs, public health, medicine, and other disciplines and subject areas.

b) The bibliography will contain materials in both written and other media, including both academic and non-academic items. If feasible, it may evolve into a critical bibliography, with editorial (or wiki-like contributed) annotations providing assessments on the strengths, weaknesses, usefulness, and implications of individual entries. Live weblinks may be provided to materials directly accessible via the Internet or catalogued on websites.

**Oversee the developing partnerships with tribal communities and organizations across the nation and internationally to define Wise Practices and also develop an Indigenous friendly, publically accessible database.** (30%)

a) Identify interested tribal partners

b) Coordinate and hold focus groups regarding these *wise practices*

c) Report findings to the Project Directors and Advisory Council

**Coordinate the project, including staff recruitment, collaboration with partnering organizations, budget, implementation of project plan and evaluation, and preparation of required reports.** (20%)

In charge of hiring, training, and supervising project staff to ensure that project protocols are followed

**Responsible for research and planning related to the implementation of the database and journal writing project.** (20%)

Assist with participant recruitment and data collection and production of manuscripts for dissemination

Assist the Project Directors as necessary

Project Coordinator will ensure ongoing documentation of the procedures and protocols for the tribal practices conditions and procedures for identification, evaluation and dissemination and writing for additional funding.
**Minimum Qualifications:**
Requires BA/BS with at least 8 years of experience or advanced degree with 6 years of experience

Experience working in Indigenous communities is required and cultural competence in Indigenous communities is expected

Travel is required--Travel will be to tribal communities and food summits to identify and engage tribal communities to partner in the best/promising initiative. Tribal communities are yet to be identified and amount if travel is unknown until communities are identified.

**Preferred Qualifications:**
Project coordination skills

Experience in writing

Preferred master’s degree or higher

* The Employer retains the right to change or assign other duties to this position.