AICHO
American Indian Community Housing Organization

POSITION TITLE: Traditional Foods Director

PROGRAM: Traditional Programs

REPORTS TO: Associate Director

STATUS: Full-time, Exempt

HOURLY RATE: $24-$27 per hour, depending on experience and qualifications

BENEFITS: A robust benefits package, which includes health insurance, dental, life insurance, paid time off and retirement.

POSITION SUMMARY:
Traditional food systems are a path to sustained food security and community health. The Traditional Foods Director will support the growth and development of a food systems network, cultivate principles of traditional foods through community education and engagement, and create access points for community members to connect with traditional and healthy eating. The Director is focused on traditional food initiatives, works in a team approach with the administrative leadership to further grow and develop programming, supervises additional team members, and oversees grants and/or projects in the program area. The Traditional Foods Director is supervised by the Associate Director.

KEY RESPONSIBILITIES:

Support the growth and development of local traditional food producer network

- Organize opportunities and resources to support traditional food producers
- Participates in meetings and events with food network partners, attends conference and trainings to bring resources and knowledge to Duluth community as well as local/regional related to food systems
- Communicate to established email and social media base of available resources, education opportunities, and community-building events

Cultivate principles of food sovereignty through community education and engagement

- Host ongoing traditional food-focused community engagement events
- Monthly communications focused on traditional foods principles, local/regional examples, and building a more secure food system

- Evaluation of local/regional food and social systems where policy, systems, and environmental changes are feasible; develop action plans to advance food security principles

Create access points for community to connect with traditional foods and healthy eating

- Support the development of traditional agricultural and food production (including traditional gathering) practices, land access, and traditional curriculum/instruction
- Host ongoing traditional food and health eating events to promote community education and engagement

Grant and Project Oversight & Implementation

- Ensure progress on grant project work plan, timeline, and outcomes
- Conduct evaluation to assure progress and to strengthen ongoing approaches
- Work with various internal AICHO team(s) to ensure organizational coordination

Staff Supervision & Support

- Supervise and support assigned team members with a growth mindset
- Provide or coordinate training as needed
- Coordinate with other AICHO team leaders

QUALIFICATIONS:

- Commitment to strengthen traditional food principles and practices
- Experience working in community-based strategies to improve community and economic conditions
- Education or equivalent experience relevant to position
- Ability to communicate (verbal, written) in a variety of settings, formats, and audience sizes
- Ability to provide supervision and team support with growth mindset
- Ability to work effectively independently and within team(s)
- Ability to effectively monitor grant/project progress and budget; accurately track and report financial information; and ensure program sustainability
- Basic computer literacy (Microsoft Office, Google, email, data entry systems).
- Must be willing to be CPR certified and Narcan certified (training provided)
- Must be able to pass background checks as required by program policy.

WORK ENVIRONMENT:
Position may involve occasional standing, light lifting, cleaning duties or walking through the facility.

TO APPLY:
Submit your cover letter, resume, and completed application to:

EMAIL: hiring@aicho.org
SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:
AICHO
Attention: Human Resources
202 West 2nd Street
Duluth, MN 55802

AICHO is an Equal Employment Opportunity Employer and committed to non-discrimination in all aspects of employment.

December 2025