

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE:** KIIHKAYONKI ARPA MLRP COMMUNITY FOOD PROGRAM  
DIRECTOR  
**CLASSIFICATION:** EXEMPT  
**STATUS:** FULL-TIME, SEMI-PERMANENT – ENDING DECEMBER 31, 2026

**DATES OF POSTING PERIOD: UNTIL FILLED**

**POSITION SUMMARY:** The Kiihkayonki ARPA MLRP (Myaamia Learning & Recovery Project) Community Food Program Director is a part of the Cultural Resources Office (CRO) and reports to the ARPA Kiihkayonki Project Manager. This position is responsible for development and implementation of the ARPA compliant, sustainable community food project in response to the losses/disparity brought by the COVID pandemic. The job is located at the Fritz Road property in Fort Wayne, IN. This position will follow ARPA funding guidelines, and provide reporting data to the Kiihkayonki ARPA Project Manager for reporting requirements of the ARPA Committee and Miami Tribe Leadership as approved under the ARPA proposal for this 45-acre project located in Allen County, IN.

**MAJOR JOB FUNCTIONS:**

- Project design, installation and maintenance of gardens, landscaped areas, and planters for community food production in response to the disparities brought by the pandemic
- Eliminate invasive plants and overgrowth in natural areas. Identify and manage natural food production/harvesting (wildcrafting) areas.
- Responsible for safe lawn maintenance in areas joining, and adjacent to, all food production areas.
- Responsible for installation of native plants to ensure success of growth, and proper alignment with landscaping plan and original design specifications.
- Operation of equipment including tractors, trucks, and carts.
- Maintain quality of outdoor areas as appropriate to ensure safe and pleasant tribal community educational experience and personal health benefits.
- Provides horticultural educational knowledge to the CRO Team for the creation of community education on site (signs, posters, fliers, etc.) and via web, social media and Tribal publications. \*All media contributions will be approved by management prior to distribution.
- Maintains a OneDrive Folder containing accurate records, field notes, progress photos, planning and written guidelines, budget/spending notes, etc., and provides access to the Kiihkayonki ARPA Project Manager for project reporting purposes.
- Educates other CRO/CREO staff, and summer interns, in all areas of horticulture as they apply to the Fritz Road property.
- Works with Myaamia cultural education team to ensure culturally appropriate farming/gardening methods are implemented.

Human Resource Officer  
Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [cgibson@miamination.com](mailto:cgibson@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

- Communicates with the Miami Tribe of Oklahoma Natural Resources Office ARPA Horticulturist in Miami, OK, to ensure shared knowledge, consistent growing practices, and sharing of knowledge for plant production, harvest, and community access in the two growing regions.
- Other duties as may be assigned

*This position includes, but is not limited to, the job functions listed above.*

**SKILLS/QUALIFICATIONS:**

- Bachelor's degree in Horticulture or equivalent experience.
- Possess strong computer and technical skills.

**MINIMUM REQUIREMENTS:**

- College degree preferred or highest quality experience gained from related work environment.
- Must possess the ability to effectively communicate, with excellent verbal and written skills
- Must possess the ability to coordinate within the CRO and other tribal departments
- Must possess high integrity regarding confidential and sensitive information
- Pleasant demeanor
- Competence in the use of Microsoft Office products, including Outlook, Excel, Word, and SharePoint
- Ability to comprehend and follow oral and written instructions
- May be required to work beyond normal working hours; flexible hours/schedule
- Must have the ability to travel as needed
- Must have the ability to work unsupervised while meeting deadlines
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PHYSICAL REQUIREMENTS:**

- Duties are performed both inside and outside, in all weather conditions
- Safely lift and carry a minimum of 30 lbs

**PREFERENCES:**

- Citizen of the Miami Tribe of Oklahoma

**CONDITIONS OF EMPLOYMENT:**

- Full-time, semi-permanent position fully funded with American Rescue Plan Act (ARPA) funding ending December 31, 2026

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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