

## Job Announcement

Job Title: Fort Berthold Indian Reservation Beginning Farmer and Rancher Development Program  
Project Coordinator

Location: Fort Berthold Community College, Main Campus  
1994 USDA Land Grant Tribal College

### Description:

- Responsible for assisting all aspects of administration of the USDA Beginning Farmer and Rancher Development Program and completion of activities required to complete objectives
- Coordinate externally with other vital agencies, i.e., Three Affiliated Tribes (TAT), USDA Farm Service Agency (FSA) and Natural Resources Conservation Service (NRCS), North Dakota State University Extension Service, Bureau of Indian Affairs, and National/Regional/State USDA Units, among others
- Assist in managing the BFRDP budget
- Assist in preparing and submitting required reports by FBCC and USDA
- Provide professional support to students and personnel and provide timely evaluations for the BFRDP
- Promote integration of academic skills and specific CTE curriculum for relevant career preparation
- Assist in compiling all data required for required reporting
- Work effectively and cooperatively with students, community, educators, administrators, and support staff
- Market and promote the Fort Berthold Indian Reservation BFRDP
- Develop quality work-based learning opportunities for students, coordinate student internships, and assist with the BFRDP capstone projects
- Coordinate activities within the Agriculture Department which include but are not limited to: Land Laboratory, Community projects, FBCC campus projects, and working with the Business Office
- Work closely with program collaborators
- Possess and maintain a working knowledge of industry expectations for curriculum and equipment
- Other duties as assigned

### Qualifications:

- Post secondary degree or certificate in business administration or an agriculture field or equivalent on the job experience.
- Knowledge of USDA agencies, grant management, and reporting systems
- Ability to communicate effectively, both orally and written and utilize computer software efficiently.
- Knowledge of the Three Affiliated Tribes government structure and Bureau of Indian Affairs.
- Knowledge of Mandan, Hidatsa and Arikara culture and history