



## NATIVE CONSERVANCY

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### Food Service Coordinator

#### **Background:**

Native Conservancy, a non-profit organization based in Eyak (Cordova), Alaska, was established in 2003 to empower Alaska Native peoples to permanently protect and preserve endangered habitats on their ancestral homelands. Native Conservancy exists to support resilient futures for Indigenous peoples by preserving, repatriating and restoring ancestral homelands, traditional food sources and subsistence practices to revitalize Native culture, habitat, health and spirituality.

#### **Job Description:**

Native Conservancy is seeking a part-time Food Service Coordinator to support events and activities of the Native Cultural Center. The Food Service Coordinator role is responsible for food planning, preparation, and service for visitors and events under the supervision of the NCC Lodge Director. An ideal candidate would be knowledgeable in food service, flexible, and comfortable in fast paced environments.

#### **Summary of Duties:**

- Food planning
- Food preparation
- Food service
- Pantry management
- Supply orders and inventory
- Post-meal clean-up

#### **Required Qualifications:**

- Experience in food service preferred

#### **Additional Information:**

The Program Coordinator position is currently part time, with hours not to exceed 20 per week. We are offering a wage of \$22/hour. Part time positions are not currently eligible for benefits. This position's hours are expected to vary between 15-20 hours per week, depending on the scheduled events and programmatic needs. As a part-time employee, you will not be asked to work any federal holiday. Location of work is at mile 5 on Eyak Lake, Cordova.

#### **Application Instructions:**

Applicants must provide both a resume and cover letter. Please send all inquiries to [jobs@nativeconservancy.org](mailto:jobs@nativeconservancy.org)

See [www.nativeconservancy.org](http://www.nativeconservancy.org) for more information.