



Empowering Native Communities, One Youth at a Time

Position Title: Native Elders' Food Share Program Support - Part Time (20-25 hrs/wk) Contractor

Name of Organization: Spirit of the Sun, Inc.

Location: 1400 North Williams St. Denver, Colorado

SPIRIT OF THE SUN'S MISSION AND VISION:

Spirit of the Sun's mission is to work in partnership with Native/Indigenous communities in urban areas and on reservations to boost the resilience of Native people, especially youth and young adults.

Our vision is that the Native youth of today become the next generation of Native leaders, entrepreneurs, and skilled professionals who will help guide their communities toward wellness, prosperity, and cultural revitalization.

SUMMARY:

FoodShare aims to ensure our Native/Indigenous Elders, families with youth and young adults are receiving organic and fresh produce weekly in a safe and fair manner. Careful attention must be given to each family's dietary restrictions and sensitivities to foods/produce. We proudly partner with local farms in Denver, Bennett and other surrounding areas.

This position will assist the Manager of the *Native Elders' Food Share Program* (FoodShare) weekly on Fridays &/or Sundays. You will be responsible for effective communication and organizing the safe distribution and deliveries of these foods to our communities. Deliveries are primarily based in the Denver metro and surrounding communities.

DIRECT SUPERVISOR(S):

FoodShare Manager & The Director of Operations

SCHEDULE:

Twenty (20) to Twenty-Five (25) hours a week:

1. Fridays from 11:00am - 5:00pm
2. Sundays from 11:00am - 5:00pm
3. Administrative work to be assigned and completed throughout the week

*This is a temporary contract position effective date of hire through November 2025. Must be willing to work weekends and be flexible with change.

PRIMARY RESPONSIBILITIES:

Work closely with *FoodShare* Manager:

- To coordinate &/or transport organic and fresh produce, pick up/drop off, load/unload, weigh, record and track all incoming food/produce and other items received for distribution.
- Assist in the coordination and delivery of Elder FoodShare boxes to residential homes with No Contact.
- High attention to each family's dietary restrictions and sensitivities to foods/produce.
- Be organized and detailed in each family's preferred method of communication (voice phone calls, texting, emails and in-person).
- General cleaning to include but not limited to; before and after sorting & delivery and before and after set up and take down for program events.
- Some assistance in volunteer coordination and communication, which includes holding volunteers accountable for safety measures required by SOTS.
- To follow all safety measures according to guidance from the Center for Disease Control and Prevention (CDC). This includes all COVID-19+ protocols, which requires all SOTS employees and volunteers to wear a mask and gloves while on the clock and handling, sorting and delivering food.

****Backup support is required primarily for our other youth programs and events. Some weekends may be required.***

****Position required to participate in-person for weekly all team meetings.***

REQUIRED QUALIFICATIONS:

- Must be 18+ years of age.
- CBI State and Federal Background check required.
- At least one (1) year of Farming &/or Land Stewardship experience.
- At least one (1) year of administrative and customer service experience.
- Extensive cultural competency and demonstrated experience working with Native and/or BIPOC youth and communities. Comfortable with engaging with others of this population and members of all ages.
- Has reliable and consistent access to transportation.
- Highly organized and able to balance multiple priorities.
- Must demonstrate clear transparent communication and high customer service skills.
- Follow all safety measures according to guidance from the 3. Including COVID-19+ protocols, including wearing a mask and gloves while on the clock and when handling, sorting and delivering food.
- Willing to participate in Accomplice training and continued learning related to this position.

PREFERRED QUALIFICATIONS:

- Deep invested personal and professional connections with the local Indigenous community.
- High school diploma, GED or equivalent certification &/or some college.
- ServSafe Certified.
- CPR and First Aid Certified, or open to certification upon hire.
- Spanish proficiency.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: This position requires flexibility, unpredictability, and adaptation to work in a quickly changing environment. Comfortable standing &/or being outside in various weather conditions at occasional tabling/outreach events. Ability to lift up to 50+ lbs.

LICENSE/CERTIFICATION REQUIRED: Valid driver's license and current auto insurance.

COMPENSATION:

\$20.00-\$22.00/hr (based on experience)

ANTICIPATED START DATE: March 15, 2025

DEADLINE TO APPLY: March 1, 2025

TO APPLY: Please email your resume, a one-page cover letter, and two (2) professional references to shaina@spiritofthesun.org

In the cover letter, please describe:

- Why you are interested in this position and what you will bring to our team at Spirit of the Sun.
- Your experience(s) in working with Native and BIPOC communities.
- And what experiences and skills you feel make you the best candidate for this position.