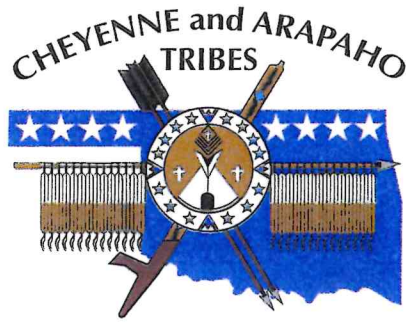


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Nutrition Education Aide
DEPARTMENT: Social Services
PROGRAM: Food Distribution
LOCATION: Watonga, OK
STATUS: Permanent Part-Time
ISSUE DATE: October 9, 2025

OPEN UNTIL FILLED

BASIC PURPOSE:

Under the direct supervision of the Nutrition Education Coordinator, the Nutrition Education Aide will assist in the implementation of the Cheyenne and Arapaho FNS Nutrition Education Grant based on the USDA's grant terms and conditions and successfully completing the grant objectives.

TYPICAL FUNCTIONS:

- Along with the Nutrition Education Coordinator, responsible for completion of grant objectives.
- Assist with monthly reports or narratives as needed
- Assist in the development of the program's Property & Supply Inventory
- Responsible for keeping track of the program's Property & Supply Inventory throughout the grant period
- Attend outreach activities pertaining to Nutrition Education with the Cheyenne & Arapaho Head Starts, Respect Program, Diabetes Wellness Program and other programs for the duration of the grant
- Assist in the development of planned activities for the year to distribute to program participants, monthly
- Assist in the development of flyers for activities for distribution as well as sign-in sheets, food safety, nutrition information, and recipes throughout the course of the grant
- Provide assistance in all food demonstrations, Nutrition Education sessions for participants.

- Presents at outreach events and communicates about the importance of eating healthy and living a healthy lifestyle.
- Any additional duties assigned by the Cheyenne & Arapaho Nutrition Education Program Coordinator and/or Cheyenne & Arapaho Food Distribution Program Coordinator to complete program objectives that benefit the program as well as the employee

KNOWLEDGE, SKILLS, AND ABILITIES:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Good communication skills
- Experience in working with policies and guidelines
- Capable of meeting deadlines in a timely manner
- Ability to do moderate to heavy lifting
- Knowledge of traditional Native Foods
- Ability to communicate proficiently both orally and written in front of an audience
- Typing and computer skills desired
- Knowledge of Microsoft office programs
- Ability to work with minimal supervision
- Display a high level of initiative, effort, and commitment towards completing assignments in a timely manner

QUALIFICATIONS:

- High School Diploma or General Education Equivalency (GED).
- One year of related experience.
- Must have basic computer skills.
- Valid Oklahoma Driver's License
- Must pass drug and alcohol testing.
- Must be able to pass a background check.
- Cheyenne-Arapaho Preference

Must be able to obtain:

- Food Handler's Card
- CPR/First Aid/AED Certification
- Civil Rights Training
- Narcan Training
- Sexual Harassment Training

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov