

# Vacancy Announcement



CANKDESKA CIKANA  
COMMUNITY COLLEGE

Spirit Lake Tribe

**Position Title:** Land Grant Community Engagement Coordinator

**Salary:** \$21.00/Hour + DOQ      **Supervisor:** Land Grant Director

**Opening Date:** July 7, 2026      **Closing Date:** Until Filled

## QUALIFICATIONS:

- Associate's degree in Natural Resource Management or related field required; Bachelor's degree preferred.
- Able to lift up to 50 pounds and handle the physical demands of the job, including standing, bending, lifting, and pulling.
- Knowledge of social media and outreach activities preferred.

## SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

### Develop, manage, and oversee:

- Public education and extension opportunities.
- Food preservation micro credential courses.
- Community Workshops.
- Collect qualitative and quantitative data for each program.
- The Spirit Lake Mobile Farmers Market.
- Maintain the Land Grant Extension Teaching Kitchen and equipment.

### Work with the community:

- To understand their needs and implement corresponding programs.
- Network with community organizations to determine how Extension can assist with and supplement their programming.
- Establish networks with program area colleagues in the community and state.
- Serve on appropriate internal or external committees or advisory boards.

### Assist with:

- 4-H programming.
- The Extension Seeds and Seedling Program.
- The Extension Community Tilling Program.
- Community Agriculture Coordinator's workshops and programs.
- Land Grant strategic planning and program management.
- The completion of grant objectives, including collecting data, preparation of reports, and other items required for compliance with institutional, federal and state regulations.

### Additional duties:

- Participate in various training and in-services offered for college faculty and staff.
- Serve on appropriate internal or external committees or advisory boards.
- Acquire and maintain appropriate food safety and nutrition certifications.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu).

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

7/7/2026

