



## EMPLOYMENT OPPORTUNITIES

**Job Title: Community Health Nutrition Program Manager**

**Closing Date: 05/05/2026**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 26-023-2

Job Type: Full-Time Regular

Department: Tribal Health Department

City: Sacaton, AZ

Location: 433 W Seed Farm Rd.

Area of Interest: Nutritional Health

Salary \$76,552.80-\$99,752.80

Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Community Health Nutrition Program Manager is responsible for overseeing the administration of grants allocated to the Department. The position will oversee the CDC ITCA Good Health and Wellness in Indian Country grant. The position performs administrative and supervisory functions including maintaining budgets, grants, and contracts, nutrition education, supervision of staff, timely grant reporting and overall program integrity.

### ESSENTIAL FUNCTIONS:

- Plans, organizes, evaluates and manages staff of the department, including selecting, monitoring, and oversight of staff. Direct the implementation of specific goals, objectives, priorities and policies and develop standards and guidelines for diverse activities to respond to community requests. Updated and develop plan, policies. SOP, codes, ordinances, program strategic plans and goals. Provide direct nutritional services in schools to ensure adequate and proper nutritional polices are met as determined by the agencies; provide nutrition consultation and in-service nutrition education for professional and non-professional personnel.
- Plan, organize and manage reservation-wide community health nutrition services programs related to codes and ordinances related to healthy eating and nutrition for community members. Develop and implement nutrition programs or intervention by identifying nutrition problems and needs, establish short and long term objectives, select priorities for nutrition services, determine and analyze existing nutrition resources, evaluate progress toward established goals and objectives on a regular basis.
- Provide assistance in the preparation of the annual budget; assists in the monitoring of expenditures and assists in corrective action to resolve discrepancies to ensure strict compliance with approved budget and procurement policy. Prepare and provide monthly and/or quarterly activity reports for the Director.
- Interpret Tribal laws, codes, ordinances related to nutritional health; evaluate, train staff, develop nutritional health related educational materials and provide recommendations and referrals to other departments and agencies. Prepare and present presentations to the community, departments and other agencies as needed.
- Conduct reviews and evaluations of all community health program services to meet the Community's needs; and provide recommendations of changes to regulations. Attend meetings, conferences and public forums; write reports and make technical presentations.

#### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of nutrition and its application in the prevention and control of disease and chronic illnesses.
- Knowledge of the Gila River Indian Community and its nutritional needs.
- Knowledge of funding and budgeting processes used by the Gila River Indian Community.
- Knowledge in use of research techniques to obtain data and prepare narrative/statistical reports.
- Knowledge of management and administrative procedures.
- Ability to analyze nutritional problems and make sound recommendations for prevention and control.
- Skilled in researching grants acquisitions and Microsoft applications.
- Knowledge of grant funding, policies and procedures.
- Ability to manage and maintain grant deliverables.
- Ability to effectively plan, supervise and coordinate work for others.
- Ability to communicate effectively verbally and in writing to various audiences within the Community and its federal and state partners.
- Ability to maintain accurate records and prepare reports.
- Ability to adjust in unique culture setting and flexibility in working with individuals of varied backgrounds and experiences.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

#### REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Nutrition, Dietetics, Public Health, or closely related field and five (5) years professional work experience in public health nutrition or dietetics in a public health nutritional setting; and which includes three (3) years supervisory/managerial experience.
- Master's degree preferred.

#### ADDITIONAL REQUIREMENT:

- Certificate as a Registered Nutritionist or Dietician.
- **Required to obtain a Tribal Operator's permit.** Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.

Supervisory, Salaried Position  
Reports to Director or designee

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**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

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