

InterTribal Buffalo Council

Position: AMP Market Specialist

Classification: Contract

Duration: August 2025 – January 2026

Summary of Duties:

The Advancing Markets for Producers Market Specialist will lead the ITBC team in the development of the Tribal Buffalo Market Initiative (TBMI), promoting buffalo as a climate-smart commodity. The AMPMS will be responsible for working directly with Tribes to identify market goals and opportunities, provide technical assistance for the development of market opportunities, outreach, and education materials that market buffalo as Tribally managed. Additional duties will include program development and implementation, along with monitoring and reporting TBMI activities. They will work in conjunction with other staff and partners in planning and implementing the Fall 2025 Regional Tribal Training Events. This is a short-term contract position ending January 30, 2026.

A. DESCRIPTION:

As part of the grant awarded to ITBC by the USDA Advancing Markets for Producers (AMP) Program this position will be the lead in developing and implementing the Tribal Buffalo Market Initiative for Tribal buffalo programs. This initiative will focus heavily on marketing buffalo as a Tribally managed. Responsibilities will include working directly with Tribes enrolled in the AMP Program to develop a label and an online market for buffalo meat sales. The Market Specialist will coordinate outreach and education efforts for the initiative. They will work in conjunction with other staff and partners in planning and implementing the Fall 2025 Regional Tribal Training Events.

Specific Duties Include:

1. Lead in developing the ITBC Tribal Buffalo Market Initiative.
 - a. Develop a buffalo meat label for the Tribal Buffalo Market Initiative.
 - b. Work with a web developer to create an online market website for TBMI.
 - c. Become familiar with current market channels and research Tribal buffalo market needs.
 - d. Track Tribal buffalo commodities through the supply chain and report on such matters.
 - e. Create and maintain producer portfolios throughout the project and assist with submitting progress and final reports.
2. Provide direct technical assistance to the Tribal Buffalo program.
 - a. Develop, design, and evaluate educational materials.
 - b. Develop, plan, and deliver presentations on the TBMI initiative.
 - c. Develop and conduct effective methods for Tribes to use the online market and label to highlight health and environmental benefits of Tribally-managed buffalo meat.
3. Responsible for providing support to plan, facilitate, and report on Regional Tribal Trainings (4/year).

4. Works with the ITBC Team to strategize on project implementation, research activities, data management, program evaluation, and report compilation to demonstrate program reach and impacts across the Nation.

5. Other duties as assigned.

B. SUPERVISION

Under the supervision of the Grant Coordinator and the Executive Director.

C. WORKING CONDITIONS

1. Approximately 90% of the work is performed in a typical office environment.
2. Approximately 10% of the work consists of travel to various regions for meetings and presentations.

D. EDUCATIONAL AND EXPERIENCE REQUIREMENTS

1. Bachelor's degree with a major in marketing, business, sales or a subject-matter field directly related to the position is desirable.
2. One year, or more, of specialized experience that provided knowledge of marketing and sales preferred.
3. Experience working with specialized labels and/or commodities.
4. Experience working with climate-smart agriculture practices, climate change and/or climate resilience/adaptation plans preferred.
5. Graphic design experience is a plus.

E. KNOWLEDGE AND SKILLS

Must have the ability to organize and analyze available information and draw sound conclusions; communicate effectively and write clearly and concisely and in a logical sequence; present and promote departmental priorities, services and actions; and effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines. Must have sensitivity to Native American environmental issues and concerns. Must be able to use Microsoft Office Word, Excel, Access, and PowerPoint. Must be at least 18 years or older with a valid driver's license.

F. COMPENSATION

DOE, range \$64,000 - \$84,000

ITBC IS AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENTIAL HIRING OF AMERICAN INDIANS

Please send a resume, cover letter, and three references to:

InterTribal Buffalo Council

520 Kansas City St, Suite 300

Rapid City, SD 57702

Or email to: admin@itbcbuffalonation.org