

InterTribal Buffalo Council

Position: Web Developer for TBMI Online Market Website

Classification: Contract

Duration: August 2025 – October 2025

Summary of Duties:

The web developer of the Tribal Buffalo Market Initiative will create a fully functional website for the sale of buffalo meat harvested from lands enrolled in the Advancing Markets for Producers (AMP) program. The web developer will work with the AMP team to understand the program and build a website for the sale of harvested buffalo meat. The web developer will work with the graphic designer to implement the brand package on the website.

A. DESCRIPTION:

As part of the grant awarded to ITBC by the USDA's Advancing Markets for Producers (AMP) program this position will be responsible for creating the website through which Tribes enrolled in the program will be able to market their harvested buffalo meat.

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 Tribally-managed. Responsibilities will include working directly with Tribes enrolled in the ITBC 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 a standalone e-commerce platform exclusively for the sale of buffalo meat enrolled in the AMP program.
 - a. Determine the appropriate software/website-building platform and build out the website to specifications.
 - b. Work with the graphic designer to develop appropriate aesthetics for the website.
 - c. Work with the AMP team to understand the functionality necessary for the website.
 - d. Create and maintain separate Tribal accounts for each participating Tribe.

B. SUPERVISION

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

C. WORKING CONDITIONS

1. Approximately 100% of the work is remote.
2. This is a three-month contract position.

D. EDUCATIONAL AND EXPERIENCE REQUIREMENTS

1. Bachelor's degree with a major in web development
2. One year, or more, of specialized experience developing sales-focused website

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 AND BENEFITS

1. DOE, range \$15,000 - \$20,000
2. This contract position has no benefits.

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