

GROWING HOME

FARM & PROGRAM ASSISTANT

JOB POST

Position: Farm & Program Assistant

Employment start date: February 18, 2020 (preferred)

Compensation: This is a full-time salaried position. Salary is commensurate with experience, and competitive for industry standards. Salary is based on an 11-month work year with flexible time off in the first three months of the year. Includes option to enroll in health insurance, 401k program, and generous paid time off.

Description: Growing Home's organic urban farm and job training program is seeking a highly motivated detail-oriented individual to join our staff as a Farm & Program Assistant. This position entails day-to-day farm and site maintenance, harvesting, and processing of produce, and daily training of all Production Assistants (participants in our transitional job program). The Farm & Program Assistant reports to the Director of Urban Farms.

Growing Home operates USDA-certified organic farms that produce between 25,000-40,000 pounds of vegetables and herbs annually. We use our farms as a platform for our 14-week job training program serving up to 60 individuals facing barriers to employment on an annual basis, and as a source for affordable healthy produce in the Englewood neighborhood.

RESPONSIBILITIES

Farm Production:

- Bed Preparation (clearing, tilling, amending, raking), transplant production and transplanting, direct seeding
- Maintain planted beds – irrigating, weeding, fertilizing, trellising, thinning, pruning
- Harvest, process, and pack produce
- Maintain compost
- Product deliveries and supply runs as needed
- Ensure quality, sanitation, and freshness standards
- Record keeping and farm data entry support (Must be proficient with Microsoft Excel, Word)
- Basic carpentry and repair work; examples include irrigation line installation and repair, fabricating trellises, installing/repairing thermostats
- Assist with food distribution and farmers markets, includes some weekends
- Treat all customers respectfully and courteously
- Take part in weekend watering split amongst staff
- Assist with bee-keeping as needed
- Assist with snow removal in the winter and other general site maintenance tasks

Job-Training and Production Assistant Supervision:

- Provide direction and supervision to Production Assistant working groups (crews of up to 10 PAs) during morning and afternoon work periods
- Take responsibility for group work performance and outcomes of work crews under their direction

- Conduct farm-skills trainings for Production Assistants and consistently review skills as needed in the field
- Ensure that Production Assistants are courteous and helpful to all those on-site, immediately addressing and correcting problems
- Model and demonstrate excellent communication skills with other staff and participants, especially under frustrating conditions
- Provide verbal and written feedback to Production Assistants concerning work performance and job readiness in relation to specific program themes and measures
- Communicate any notable issues and/or successes to staff as needed
- Participate in “case note” system for communicating information concerning Production Assistant work performance between farm and employment training staff
- When needed, transport Growing Home Production Assistants using company vehicle
- Participate in program-related activities such as motivational morning meetings, Monday afternoon staff meetings, and performance evaluation

QUALIFICATIONS

- At least one season of farming experience
- Experience working on a team, ability to connect with a variety of audiences
- Positive attitude
- Detail-oriented, dependable, and punctual
- Attention to quality-control
- Able to work independently; self-directed
- Able to lift 50 lbs.
- Able to squat and bend for long periods of time
- Ability to work well in all weather conditions

Preferred Qualifications

- Experience using a four-point seeder and Earthway
- Experience supervising and/or training
- Valid Illinois Driver’s License

TO APPLY:

If interested in the full - time Farm & Program Assistant position please send a cover letter and resume along with two professional references to Fred Daniels, Director of Urban Farms, at farm@growinghomeinc.org. Applications are due January 31st. Email subject line should include the position title. No phone calls, please.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.