

Mi'kmaq Nation
POSITION DESCRIPTION



TITLE: Assistant Farm Manager

CLASSIFICATION: Part-time Permanent

IMMEDIATE SUPERVISOR: Farm and Hatchery Manager

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, administrators, directors and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Mi'kmaq Nation needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Assistant Farm Manager position supports the vision of Mi'kmaq Tribal Farms by working towards the vision of food sovereignty, food access and food security. The Assistant Farm Manager is primarily responsible for supporting horticultural activities at the farm, community distribution, and supervising farm staff, while supporting related efforts towards the vision of Mi'kmaq farm and fish hatchery.

EDUCATION (OR EQUIVALENT EXPERIENCE): Minimum of 5 years' experience in an agricultural setting or 2 years of applicable college courses in agriculturally relevant field.

LICENSES OR CERTIFICATIONS: Driver's License, GAP training (willing to obtain within one year of hire date) ServSafe Certification (willing to obtain within three months of hire date). Pesticide Applicators License (can be obtained within first year of employment). Will be required to maintain USDA SNAP certification once employed. The FSMA Produce Safety Alliance Grower Training will be required upon hire.

EXPERIENCE: Experience running and fixing farm equipment

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: The Assistant Farm Manager must be a self-starter requiring minimal supervision. Must have the ability to supervise and train new hires without agricultural experience. Must have strong organizational skills. Must have advanced horticultural knowledge and abilities to plan and prepare planting and harvest plans, and utilize current methods for integrated pest management.

WORKING CONDITIONS: This position requires working outdoors in a variety of challenging weather conditions, including heat, humidity, and insects. It also requires the ability to lift up to 50 lbs. and work with farm tractors and heavy machinery.



FUNCTIONS/TASKS:

1. Reports to Farm and Hatchery Operation Manager
2. Prioritizes the Mi'kmaq Nation vision sovereignty, creates positive relationships with Wabanaki and other tribes, seeks to collaborate on regional food sovereignty initiatives when possible
3. Performs all necessary field and horticultural work
4. Supervises and trains Farm Workers
5. Lead for planning, i.e., planting schedules, fertilizer, soil tests, seed starting, transplanting, harvest schedules.
6. Works with Farm Manager to prioritize and quantify volumes of produce to be distributed to community, food banks, farmers markets, and for preservation at the beginning of the season
7. Will determine planting schedules based on produce of interest and need to the tribal community, with consideration for long term storage varieties, food preservation, extending the ability to provide throughout the year
8. Coordinates harvest and distribution schedules with staff and then communicates distribution schedules with tribal programs, local food pantries, shelters and local partners
9. Records volumes associated with food distribution and invoices GSF or other contractors
10. Creates purchase order and reviews budget and financials regularly
11. Ensures all farm equipment is in working condition, follows regular maintenance schedules
12. Provides training opportunities and materials to staff, keeps documentation of Farm Technician trainings
13. In charge of snow removal
14. Trains new farm on store operations, including cash register policy, and operating electronic sign
15. Seeks professional development and communication training and remains up to date on all required certification
16. Willing to travel to obtain certification and training

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. All employment decisions, including promotions, transfers and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employee's being in good standing (including lack of disciplinary actions); and employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.



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PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS