

Mi'kmaq Nation
POSITION DESCRIPTION

TITLE: Assistant Farm Manager

CLASSIFICATION: Full-Time Salary-Exempt

IMMEDIATE SUPERVISOR: Natural Resource Operations Manager

SUPERVISORY: Yes

SALARY RANGE: \$20 TO \$25 PER/HOUR

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 and some aquaculture activities at the farm, community distribution, and supervising farm staff, while supporting related efforts towards the vision of Mi'kmaq farms.

EDUCATION OR EQUIVALENT EXPERIENCE: Minimum of 3 years' experience in an agricultural and/or aquaculture setting or 2 years of applicable college courses in an agricultural and/or natural resource field.

LICENSES OR CERTIFICATIONS: Driver's License, ServeSafe Certification (willing to obtain within three months of hire date). Pesticide Applicator's License (can be obtained within the first year of employment). CPR and First Aid required, but will train.

EXPERIENCE: Experience operating and maintaining farm equipment. As well as experience growing fruits and vegetables on a small-scale farm. Experience working in a fish hatchery is a plus.

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 with the ability to plan and prepare planting and harvest plans, and utilize current methods for integrated pest management. Must have some knowledge of aquaculture systems and raising fish.

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 Manager
2. Prioritizes the Mi'kmaq Nation vision of sovereignty, creates positive relationships with Wabanaki and other tribes, seeks to collaborate on regional food sovereignty initiatives when possible
3. Performs all necessary aquaculture and horticultural work
4. Supervises and trains Farm Workers
5. Assists manager in 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 the 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 with manager on 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 GSFB or other contractors
10. Ensures all farm equipment is in working condition and follows regular maintenance schedules
11. Seeks professional development and communication training and remains up to date on all required certifications
12. 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 upon attainment of the 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; the needs of the Tribe; the employee's being in good standing (including the absence of disciplinary actions); and the employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods for fulfilling requirements may be modified to reasonably accommodate qualified individuals who pose a direct threat or significant risk to their own health and safety or to the health and safety of others.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYER.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.