



Open Arms of Minnesota Job Description: Temporary Part-Time Farm Assistant

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish mind, body and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 1,200 clients, caregivers and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: April 10th, 2019

Closing Date: Until filled

Position Overview:

This temporary part-time hourly position contributes to the fulfillment of Open Arms' mission by assisting the farm coordinator with our urban farm operations and CSA program and building support for our Open Farms program. Additionally, this position is responsible for planting, harvesting, preparing, packaging and delivery of vegetables, as well as maintaining and developing communications and relationships with volunteers and donors of Open Arms. The person in this position must enjoy working closely with volunteers, as she/he will supervise and closely interface with hundreds of volunteers over the growing season. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms, and is expected to consistently maintain a high level of customer service to all guests, clients and fellow team members.

Primary Job Responsibilities:

- Assist farm coordinator with the following:
 - Daily farm operations including seeding, transplanting, weeding, harvesting, irrigating, maintenance and record keeping.
 - Maintaining farm infrastructure, tools and equipment.
 - Preparation for and management of volunteer groups, interns and individual volunteers.
- Lead volunteer groups at farm sites.
- Provides an outstanding environment and experience for all volunteers by
 - Regularly seeking out meaningful and positive interactions with volunteers
 - Ensuring volunteers have access to tasks and projects
 - Maintaining a positive, friendly and helpful attitude at all times
 - Setting an example to other staff by consistently providing high quality customer service, and modeling positive conflict resolution
- Crop production

- Pest and disease control
- Operation of hand-tools and other farm equipment such as a rototiller and mower
- Assist in outreach with the local community to build relationships and foster engagement
- Other duties as assigned

Requirements:

- Prior experience in farming and production.
- Prior experience with CSA, Farmers Market and Wholesale Markets.
- Good organizational skills and multi-tasked abilities.
- Strong attention to detail.
- Ability to troubleshoot and problem solve independently.
- Great organizational skills and ability to adapt quickly to the changing needs of the business.
- Excellent communications and human relations skills.
- Flexible and varied schedule.
- Positive and friendly attitude.
- High work ethic and demonstrated reliability.
- Ability to effectively lead, communicate and inspire groups of volunteers.
- Willingness and ability to learn new techniques and skills.
- Ability to work independently and as a team member.
- Valid MN driver's license .
- Sensitivity to diversity and able to work respectfully with wide array of co-workers and members of the community.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Basic computer skills.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Able to effectively use standard garden tools.
- Able to work effectively in most weather conditions.
- Able to lift high volumes of supplies, vegetables or other materials up to 50lbs.
- Able to stand, sit, walk, bend, stoop and twist. Requires full range of motion, manual dexterity and eye-hand coordination. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range.
- Able to provide your own transportation to and from farm sites.

Reports To: Farm Coordinator

Range: \$15 per hour

Location: Saint Paul, MN
Minneapolis MN

Hours: Average of 20 hours per week, varied and flexible schedule

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits:

This position is eligible for personal time off (PTO).

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer