**Job Description**

Minto Island Growers is seeking applicants for the Field Production Assistant for the 2017 production season. This position requires and cultivates an extremely diverse skill set while providing the necessary tools and training to dig deeper into the mechanics of a working organic farm. Duties range from irrigation, seeding, tillage, cultivating, fertilizing, and cover cropping. There is a strong emphasis on the operation of farm machinery, including trucks, trailers, and tractors. Specific field duties include operating tractors and implements including mowers, discs, rototillers, under-cutters, seeders, grain drills and cultivation tools like sweeps, knives, basket and tine weeders. It is the Field Production Assistant’s responsibility, in cooperation with the Farm Owners and the Field Production Manager, to properly monitor and manage the crops, both in the field and in the greenhouses, including keeping necessary records.

The ideal candidate would have 1-3 years experience on a diversified agricultural farm and would be looking to dive deeper into the more skilled production work such as cultivation, seeding and cover-cropping. MIG is very interested in supporting potential crew members who have a strong intellectual engagement and looking to make multi-year to a farm.

In addition to field responsibilities, a portion of every workweek is dedicated to working alongside the rest of the farm crew on regular tasks like transplanting, weeding, as well as harvesting, processing and packing for the CSA. Tentatively, field activities would comprise three days of the work week (Monday, Thursday, Friday), and harvest/pack-out would comprise two days (Tuesday, Wednesday.)

This position requires a comprehensive understanding of the various jobs that are necessary throughout the growing season, and to be able to anticipate and adapt to seasonal shifts. Creative problem solving is required daily, as is the ability to maintain an even-keeled disposition in the face of often difficult, yet rewarding, work. Being a small, tight-knit farm, MIG seeks people who thrive working alone as well as in groups, as the workweek invariably requires both. We also strive to build a team of diverse yet likeminded individuals who share a passion for sustainable agriculture and find fulfillment in meaningful work.

The average workweek consists of 8-11 hour days (40-55 hours per week) with occasional longer days expected during the peak production months of May through September. Regardless of experience, applicants must be highly motivated and focused on speed, efficiency, and quality of work. Vegetable production work is strenuous and physically demanding, and applicants must be confident in their ability to efficiently perform this work on a daily basis and throughout the production season. A positive and flexible attitude is a must.

**About the Farm**

Minto Island Growers is a 50 acre diversified farm and nursery located in South Salem next to Minto Brown Island Park. MIG is co-owned and operated by Chris Jenkins and Elizabeth Miller who began to lease the land owned by the Miller family in 2008 and began transitioning to certified organic, diversified vegetable production. Farm-grown produce is sold through a 250-member CSA, the Salem Saturday Market, an on-site Farm Stand and other local outlets. Five acres of blueberries opens for U-Pick in July and a Farm Food Cart located at the Farm Stand provides seasonal, farm-sourced lunches for customers. Other nursery projects include native plant, mint, and poplar propagation as well as maintaining our 12 acres of tea—Oregon’s oldest and only commercial scale tea planting.

***Please visit our website for more information www.mintogrowers.com***

**Position Details**

**The Basics**

* *Employment Duration:*
  + **Start Date**: Flexible, early spring 2017
  + **End Date:** October 31st, 2017; official position review and re-hiring begins November 1st, 2017
  + Potential for continued employment in winter and spring, including Winter CSA Nov-early Feb
  + Multi-season/year commitments are highly valued and encouraged and met with compensation increases
* *Hours per Week:* 40-55 hours
* *Time off:* Flexibility for un-paid personal days from November-March. Limited from April-October.
* *Compensation:*
  + Starting wage $11.75
  + Wage increase to $12.25 in June
  + Additional compensation is based on time worked and proficiency
* *Benefits*:
* *Sick-leave:* Oregon sick-leave law of 40 hours per year for paid time off applies. One hour of paid sick time accrues for every 30 hours worked.
* *Time off:* Employees who have worked one full year receive one week of paid time off upon entering their second year of commitment to MIG. This benefit will continue to accumulate at a rate of three additional days per year accumulated after a full season working at a full time rate. Additional flexibility for un-paid personal days from November-March. Limited with restrictions during peak season April-October.
* *Health Insurance—*MIG is actively looking into health insurance options for full time employees. There is a strong possibility that we will offer plans in the 2017 calendar year with 50% of premium cost paid and options for plan upgrades by employee choice. All full time employees working more than 40 hours per week will be eligible for the health insurance benefit.
* *Bonuses*: Awarded at the end of the calendar year to employees who work for MIG for a minimum of 9 months in the calendar year at a full time rate. Bonuses amounts are awarded based on the number of seasons worked at MIG, job performance and execution, “above and beyond” mentality and contributions, and commitment to next season.
* Monetary support towards continuing education (for example conference fee paid for OSU Small Farms Conference plus consideration towards other continuing education opportunities.)
* Employee discounts on Farm Food Cart items; free drinks.

**Experience/Qualifications**

* Minimum 2 years experience working with sustainable farming operation(s), including experience operating tractors (both large horse power and cultivating)
* Ability to work collaboratively with Farm Owners and Field Production Manager to create seasonal and weekly farm plans
* Attention to detail and commitment to quality in one’s work
* Work quickly and efficiently
* Be self-motivated, flexible, and able to take initiative
* Capacity to adapt to new systems and situations as well as a penchant for creative problem solving
* Ability to work *both* alone as well as in a team setting
* Ability to perform strenuous physical labor on a daily basis
* Ability to lift 50 lbs., adaptable to varying weather conditions
* Clean driver’s license

**Job Duties**

**Field Production Coordinator duties include (but are not limited to):**

* Drive and operate a diversity of trucks, trailers, and other heavy machinery
* Operate multiple tractors and implements to execute various field tasks
  + Mowing
  + Field preparation (both primary and secondary tillage) to incorporate organic matter and shape vegetable beds
  + Direct seed various crops
  + Fertilize field transplants and direct seeded crops
  + Cultivation using sweeps, knives, hilling discs, tine weeder, basket weeder and Lilliston cultivator; flame weeding
  + Cover cropping: Summer and winter, mowing, irrigation, field preparation, and seeding
* Operate and maintain field irrigation systems (drip tape, hand-lines, travellers, and wheel-line)
* Field monitoring: anticipation of tillage (primary and secondary), pest monitoring (insect and disease), and weed pressure
* Collaboratively create seasonal and weekly farm plans, which include tillage schedules, weeding priorities/strategies, planting dates, fertilizing schedules, etc.
* Blueberry mowing and maintenance
* Keeping clear organization of the harvest tools and materials, as well as the shop and warehouses (together with the Harvest Manager and Crew)
* Keeping organized written records of tasks like direct seeding, irrigation, etc.
* Participation in other farm tasks alongside the farm crew, including:
  + Nursery and greenhouse work—seeding, up-potting, moving plants, greenhouse management
  + Field work—transplanting, weeding, trellising, pruning, pest control
  + Harvesting, processing, and packing produce

**Application Form**

*All qualified individuals are considered for employment without regard to race, religion, sex, national origin, age, martial or veteran status, disability, or sexual orientation*.

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Checklist**

☐ Application form

☐ Resume

☐ References: 2 professional, 1 personal

☐ Farm Visit and Interview: *we will call to schedule this once your application has been processed.*

**References Section**

Professional Reference #1

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Professional Reference #2

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Personal Reference #1

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Application Due Date*: Open until filled

**Send application and checklist items with name and date in subject line to: elizabeth@mintogrowers.com**

***Application questions may be answered in a separate attached document.***

**-OR-**

**3394 Brown Island Road S. Salem, OR 97302**

1. How did you hear about MIG and why are you interested in working here in particular?

2. What previous agricultural or horticultural experience have you had? (Please list the operations, duration, and any useful details such as CSA size etc.)

3. Describe any crop or nursery production experience you have had.

4. What do you plan to be doing in one year? Five years?

5. What goals would you like to accomplish while working as part of the farm crew at MIG? What kind of training are you looking for during your employment?

6. Please describe any physical limitations that might affect your ability to perform certain tasks. Many jobs require light to heavy lifting (50 lbs.), working in direct sun, repetitive grasping, and bending and kneeling. Severe hay fever or other allergies should also be considered. *No application will be rejected because of a condition or impairment that, with reasonable accommodation, does not prevent performance of the work.*

7. Have you ever had a job that was physically demanding and/or was physically repetitive? If so, what did you do? How would you rank your endurance when performing physically demanding jobs? 1 – 5 (1 = low, 5 = very high)

8. What do you think would be the most rewarding aspect of being on the Minto Island Growers Farm Crew?

9. Please describe any previous experience in retail or customer service.

10. Describe any previous experience with farm machinery and equipment

11. Do you practice any regular physical training, exercise, or sport? (running, yoga, dancing, swimming, etc.)

12. Is there any additional info you would like to share about yourself?