

**Title:** Post-Harvest Coordinator / Nursery Assistant

**Reports to:** Perennials Production Manager

**Primary Work Location:** Cloud Mountain Farm Center, 6906 Goodwin Rd, Everson, WA

**Status:** Regular/Non-Exempt; on average 30-40 hrs/week

**Application Deadline:** Application review starts **Jan. 14<sup>th</sup>, 2019**; position is open until filled.

**Start Date:** ASAP

*A central component of Farm operations at Cloud Mountain Farm Center, the Post-Harvest Coordinator / Nursery Assistant is a regular, year-round position. The Post-Harvest Coordinator / Nursery Assistant is responsible for a wide range of tasks pertaining to the day to day farm and nursery operations. This position will primarily work with the Food Production team from May – November and with the Nursery team from November – May. Post-Harvest Coordinator / Nursery Assistant is responsible for coordinating all post-harvest activities associated with CMFC's food production. In addition this role will also be working in nursery plant production and sales.*

*The person in this position must be able to lift 30 lbs. on a regular basis. Some weekend hours may be required.*

**Primary Responsibilities:**

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- **Post-Harvest Coordination**
  - Coordinate efficient post-harvest activities for weekly fruit and vegetable orders
  - Coordinate the washing and packing of fresh produce
  - Maintain quality control standards for fresh produce
  - Coordinate produce storage, organization and inventory
  - Occasionally assist in produce delivery throughout Whatcom County.
  - Keep accurate inventory of packing supplies and reorder when minimum levels are reached
  - Assist in additional field labor as needed
  - Closely work with farm interns and provide leadership and mentorship to the intern team as needed
  
- **Nursery Support**
  - Support production and sales of wide variety of field grown and container plants
  - Work in nursery sales, communicating and educating the CMFC's customers and interns about successfully growing fruits and ornamental plants
  - Assist in general plant management and care
  - Lend help in all aspects of nursery plant production and sales yard operations

**Skillset & Experience Requirements:**

*The ideal candidate:*

- Has previous farm experience, specifically in harvest and post-harvest activities

- Is able to lift up to 50lbs regularly and is able to comfortably bend and crouch for extended periods of time
- Demonstrates excellent in person and over the phone communications and customer service skills
- Knowledge of basic computer skills along with updating web-based inventory
- Capable of prioritizing multiple tasks and is meticulously organized
- Is entrepreneurial, flexible, and a good team player
- Is comfortable with interacting and engaging with the public
- Has experience and keen interest in all aspects of nursery and plant management

**Preferred Experience:**

- Background in Organic Certification Standards and GAP protocols
- Experience working in an education-based environment
- Wealth of knowledge in woody fruit and ornamental plants

**Work Location:**

The primary work location for this position will be at Cloud Mountain Farm Center located at 6906 Goodwin Road, Everson. There will be occasions where the individual may be required to participate in activities at Sustainable Connections' office located at 1701 Ellis Street, adjacent to downtown Bellingham. Occasional evening and weekend work may be required.

**Hours and Compensation:**

This is a regular, non-exempt position, year-round, Monday to Friday with a potential of some weekend hours. Hours range between 30 – 40 hours a week. Hourly rate for this position is \$13.50-\$15/hour, DOE. Benefits include starting with 16 days paid time off/year and a 6-day holiday break from Dec. 25-Jan 1. The organization offers up to a 3% match SIMPLE IRA retirement plan and is exploring several group health care options. Additional benefits include working with fun and supportive coworkers and the opportunity to help lead a nationally recognized organization at a very exciting time in its development!

**To Apply:**

Qualified applicants should send a cover letter, resume, and contact information for three professional or academic references by email only to [info@sustainableconnections.org](mailto:info@sustainableconnections.org). Please write "Post-Harvest Coordinator / Nursery Assistant" in the Subject line. Priority application deadline is Jan. 14, 2019; position is open until filled.

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*