Assistant Farm Manager

Job Summary:
The Conservation Foundation is seeking an Assistant Farm Manager to join our Green Earth Harvest team. Green Earth Harvest is an organic farming program of The Conservation Foundation, a not-for-profit land and water conservation organization in northeast Illinois. Green Earth Harvest is centered at the 60-acre McDonald Farm in Naperville, Illinois.

The Assistant Farm Manager will work day-to-day with the Farm Manager to plan and execute on production goals each growing season, including leading and supervising a seasonal farm crew and a cadre of volunteers. The ideal candidate is detail-oriented, experienced with a farm of similar size and scope of enterprise, has strong interpersonal and social skills, is reliable, and is committed to continual improvement, from equipment maintenance to customer satisfaction.

Reports to: Jason Halm, Farm Manager

Schedule & Job Location: Full time, exempt position based out of the McDonald Farm in Naperville, IL

Responsibilities Include:
- Leading the farm crew on a day to day basis to execute on the season's production plans
- Working with the Farm Manager to recruit, supervise, and train the farm crew and volunteers
- Working with the Farm Manager to maintain farm equipment to a high standard, including, but not limited to tractors and small engine tools
- Working with the Farm Manager to keep records, both for continual improvement and to maintain organic certification
- Identifying and working towards additional opportunities for the growth and improvement of Green Earth Harvest
- Keeping McDonald Farm well-maintained and clean for both agricultural purposes and to reflect well on The Conservation Foundation
- Supporting The Conservation Foundation's mission and making clear the link between our mission and agriculture in communications with shareholders, the public, the farm crew, and volunteers

Physical Demands and Work Environment:
- Outside in all types of weather for prolonged periods
- Ability to lift up to 50 pounds
- Some evenings and weekends required (we work more in the summer and less in the winter, within reason)
Education and Experience:
- Bachelor's degree preferred
- Knowledge of and commitment to land conservation, both in and beyond the agricultural scope
- Minimum three years of experience working on a farm similar in scale to Green Earth Harvest, with demonstrated aptitude and desire to manage
- Some supervisory experience
- Strong written and verbal communication skills
- Strong social and interpersonal skills
- Current and valid Driver's License
- Preference given to candidates with tractor skills, farm production planning, knowledge of food safety best practices, grant writing, trades experience

Salary and Benefits:
$40,000/year
Health, dental and life insurance
Paid time off
401K retirement plan
Other benefits as outlined in the TCF HR handbook

Timeline: Accepting applications through November 22\textsuperscript{nd} with mid-December start date

The Conservation Foundation is committed to creating a diverse, equitable and inclusive environment where everyone is valued and belongs. We seek to be an organization where each individual thrives and where unique views, beliefs and perspectives are respected and celebrated.

The Conservation Foundation is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please direct resumes and questions to Jason Halm, Farm Manager, at
jhalm@theconservationfoundation.org