



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

FARM COORDINATOR

Job Description

Department:	Environmental	Reports to:	Farm Program Manager
Pay Range:	\$35.29 - \$49.40	Classification:	Full-time/Non-exempt

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

The Farm Coordinator performs a full range of field activities related to the Tribe's Farm & Garden Program which grows and distributes fresh fruits, vegetables, herbs, and flowers to Tribal Citizens and the community. The incumbent will participate in the care of crops, as well as associated record keeping in addition to routine maintenance and upkeep of farm equipment and facilities. The position will also be key in coordinating distribution of the produce to Tribal Citizens.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs field tasks, including propagation, bed preparation, planting, watering, irrigation repair, weeding, composting, fertilizing.
- Harvesting, washing, and packing crops for distribution.
- Maintain a high standard for clean and safe workspaces according to farm food safety standards, including recordkeeping.
- Implements an annual work plan with seasonal timelines and weekly task lists.
- Supports coordination of produce distribution to Tribal Citizens including events and delivery schedules.
- Operates, maintains, and performs minor repairs of farm tools, equipment, facilities, and infrastructure on a regular basis.
- Participate in meetings with FIGR staff and departments as requested.
- Provides support for Tribal community engagement and events at the Farm & Garden Program.
- Supports development of outreach materials including produce labels, recipes, and fliers.
- Supports participants in learning affordable and sustainable gardening practices.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** • One (1) year of direct experience with organic gardening and/or farming methods and practices.
- Education:** • High School diploma or equivalent (GED).
- License/Certification:** • Must possess a valid driver's license and be insurable under the Tribe's policy.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to perform manual labor under adverse conditions; repeatedly dig and lift shovels of earth or debris.
- Ability to manage weeds and invasive plants
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Knowledge of integrated pest management practices; propagation, planting, plant cleaning, pruning, and harvesting methods
- Knowledge of bed preparation, composting, sowing, and transplanting.
- Knowledge of maintenance requirements of garden and landscape tools and equipment.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, cold, wind, dust, and may be exposed to fumes and/or other airborne particles. Early morning work, evening and weekend work may be required. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information, and a breach of these principles will be grounds for immediate termination.

Background investigation: This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable suspicion drug and alcohol testing.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Farm Coordinator** job description and have been provided with a copy of the job description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodation required to perform these functions:

Printed name

Signature

Date