



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

FARM COORDINATOR

Job Description

Department:	Environmental
Pay Range:	\$17.79 - \$25.87 per hour
Hours/week:	40
Classification:	Non-exempt

Reports to:	Farm Program Manager
Effective Date:	March 1, 2021
Revised Date:	August 22, 2023
Type:	Full-time

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 our 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 of 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.
- Participates 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

Not applicable.

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) required.

PREFERRED QUALIFICATIONS

- None

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- 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.
- Ability to manage weeds and invasive plants.
- Ability to maintain task and timekeeping tracking systems.
- Ability to understand and apply applicable federal and Tribal laws, regulations, policies, procedures, and program standards.
- Ability to handle multiple tasks under strict timelines and shifting priorities.
- Ability to work effectively with people from diverse cultures, ethnic and socio-economic backgrounds.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout the organization.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to perform manual labor under adverse conditions; repeatedly dig and lift shovels of earth or debris.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout the organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to maintain strict confidentiality and exercise good judgment and discretion, particularly with regard to sensitive or confidential personnel or organizational matters.
- Familiar with modern office procedures, practices and equipment including personal computers, Microsoft Office Suite, and other software.
- Demonstrates strong cultural sensitivity and ability to work effectively within Native American tribal government environment.

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
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.
- Mental demands:** The employee must also multi-task and interact with a wide variety of people on various topics and, at times, complicated issues.

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

- Driving:** All employees must maintain a current and valid driver's license and must be insurable.

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. 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 POSITION DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE 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 am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Printed name

Signature

Date