Mahwah Environmental Volunteers Organization, Inc.
2023 Farm Assistant Job Description

Purpose:
MEVO Farm Assistants serve to aid in the production, harvest, and maintenance of the Fresh Roots and Lovewell Farms in conjunction with the Farm Manager, Executive Director, Farm Hand, MEVO Farm Crew interns, and volunteers.

Description:
MEVO Farm Assistants will work two days a week early June-mid November to help our farms during the height of our growing and harvest season and assist in the winterization of the farms in the Fall. Farm assistants will work with our Farm Manager and Farm Hand to complete all harvest days, staff our CSA and Market stand weekly, and when appropriate work with our Summer and Fall interns as well as various volunteer groups. The Farm Assistant position is vital to the success of MEVO’s expanding farming program as our workload grows to demand a larger Farm Crew. Farm Assistants are expected to uphold a diligent and efficient work ethic and maintain excellent communication skills.

Responsibilities:
- **Harvest Days**
  - Participate in twice-weekly harvest
  - Learn to appropriately harvest, process, and pack upwards of 30 crops
  - Set up for each harvest day in the morning including washing and preparing bins and harvest crates, sharpening harvest knives, and properly staging needed harvest equipment and supplies in the designated area
  - Properly weighing and labeling all harvested produce
  - If assigned, managing the wash station which could include: setting up and properly cleaning all equipment, checking over and ensuring the quality of the produce being sent to the station, and thoroughly cleaning the produce to ensure maximum quality for customers
  - Updating harvest records for each harvest on the designated harvest sheets
  - Working with interns to ensure proper harvest methods and techniques
  - Communicating with the Farm Manager to ensure proper harvest amounts, techniques, and storage
  - Ensuring all produce is packed away properly and in a timely manner
  - Placing all used tools and materials back in their prospective places when finished with use
• **Community Supported Agriculture (CSA), Market, and Restaurants**
  - Staffing the CSA stand on Wednesdays from 3:30pm-6:30pm including greeting and socializing with CSA members and assisting in set-up and breakdown (rotating schedule)
  - Staffing the Ramsey Farmers’ Market stand on Sundays, arriving at the farm at 6:30am and ending the day at 3:30pm (rotating schedule)
  - Dropping off produce orders to local restaurants/wholesale accounts weekly

• **Field and Greenhouse Work**
  - Seeding transplants in accordance with the seeding calendar
  - Seeding microgreens weekly or bi-weekly
  - Thoroughly and evenly watering seedlings
  - Turning over and preparing beds for new plantings
  - Transplanting crops
  - Fertilizing, pruning, and pests management on established crops
  - Weeding and crop cultivation
  - Tomato pruning and trellising
  - Setting and emptying traps in both the field and greenhouse
  - Cover cropping, tarping, and winterizing the field for winter, along with other winterization tasks
  - Preparing Lovewell Farm for garlic planting, and assisting in garlic planting
  - Helping to build out new field beds at Lovewell Farm
  - Following proper clean-up protocol and returning all tools and materials to their place

• **Interns and Volunteers**
  - Working with interns in the field to prepare beds, harvest, maintain crops, or carry out other farm projects
  - Working with volunteer groups to carry out farm projects for their day of service

**Requirements:**
- Consistent availability to work from early June - November
- Mode of transportation
- Physical fitness
- Tolerance for hot, cold, and rainy weather
- Excellent communication skills
- Efficiency mindset
- Prior farm-based experience (desired but can be flexible for the right candidate)
- Strong initiative and willingness to accomplish tasks
- Positivity and determination in the face of challenging circumstances

**Days:**
- June-November: Tuesday, Wednesday, and Friday (Assistants will be assigned two days to work out of the three)
Time:

- June-November 8:00am-6:00pm
  - This is seasonally dependent. As the growing season declines, hours will be closer to 9am-5pm. Additionally, the more efficient and focused a crew is, the faster we finish the workday.

Compensation:

- $14 per hour

Additional Benefits:

- Full access to all produce grown on our farm
- $100 worth of professional development of your choosing: Continued learning books, workshops, webinars, etc.

Locations:

- Fresh Roots Farm (Primary location)
  - 200 Campgaw Road Mahwah, NJ
- Lovewell Farm
  - 40 Peterson Place Mahwah, NJ

To Apply:

Please send a resume and cover letter to our Executive Director Violet Reed at violet@mevo.org and cc our Farm Manager Jess Goldman at jess@mevo.org, by April 25th at 11:59pm. Applications will be reviewed on a rolling basis. Resumes should include three references. At a minimum, one reference may be a character reference, the remaining must be professional references. When possible, we encourage all references to be professional.

Please call or email Violet at 201-316-4888 or violet@mevo.org to introduce yourself or ask a question.