

## **Assistant Farm Manager**

### **About MRC and New Leaf Agriculture**

Multicultural Refugee Coalition (MRC) is an innovative nonprofit organization employing refugees in fair-wage, dignified work. MRC operates a textile manufacturing social enterprise and a 20-acre certified organic commercial farm as well as offering skills development for refugees. You can learn more about MRC at <https://www.mrcaustin.org/>.

MRC's New Leaf Agriculture program trains and employs refugee farmers from traditional farming cultures in dignified work that reconnects them to the earth in their new communities. The program is based on a 20-acre commercial farm outside of Austin where the farmers learn about Central Texas agriculture methods while using organic and regenerative practices.

Refugee farmers earn an income contributing to collective farm projects. The team grows for local farmers' markets, restaurants, and families through a weekly Community-Supported Agriculture (CSA) program. Additionally, New Leaf Agriculture provides growing space through a "Traditional Provisions" program (starting Fall 2022). This is a community garden style program through which refugees grow culturally appropriate crops for their own communities, receiving a stipend for their efforts.

### **Position**

The Assistant Farm Manager (AFM) supports the New Leaf Agriculture Director ("Farm Director") in farm planning and administration. The AFM is involved in all aspects of year-round organic vegetable production, including greenhouse work, planting, harvesting, packing, and delivery.

Schedule: Wednesday-Sunday 7:30 am-3:30 pm, or otherwise as noted by the Farm Director. We start earlier in the Summer, and later in the Winter. **The ideal start date for this position is May 1, 2022.**

The farm address is 17312 Littig Rd., Elgin TX 78621.

### **Compensation**

The pay rate is \$18 per hour for approximately 40 hours/week, with 16 days of PTO each year (prorated according to start date).

### **Qualifications:**

- One year experience on a working farm (organic preferred)
- Experience managing a team
- Willing to learn
- Respect MRC values

- Work efficiently in all weather conditions
- Can lift at least 50 lbs
- Food Manager's License (We can help you get this if you don't already have it)
- Familiarity with farm irrigation, machinery, seeding and cultivation tools
- Friendly and organized

### **Responsibilities:**

- Assist Farm Director in carrying out a four season crop plan, farm education program, canning produce for the pantry line and managing our laying hen operation.
- Transport the New Leaf Farm Team to and from work as needed using farm van or personal car (mileage reimbursement for personal vehicle use). Must be able to pass a driving background check.
- Manage our Farmers Market presence (currently Sundays at TFM at Mueller)
- Operate BCS and Kubota tractor to mow and prep fields.
- Assist Farm Director in managing greenhouse and hoop house throughout the different seasons.
- Assist Farm Director in record keeping for all farm-related activities.
- Assist Farm Director with CSA and wholesale deliveries on a weekly basis.
- Attend weekly staff meetings, as well as others as needed.
- Lead volunteer groups of up to 15 people.
- Be familiar with the MRC organization and represent it well in inquiries, tours, and events.
- Ensure cleanliness of farm facilities.
- Ensure the safety of all team members and volunteers.

### **How to Apply**

Please send your resume and cover letter with two professional references to Farm Director Matt Simon at [msimon@mrcaustin.org](mailto:msimon@mrcaustin.org). Applications will be accepted on a rolling basis. Final candidates will need to complete a background check. We ask applicants to be open to discussing any findings with us as we may have questions.