Farm Operations Assistant

Manages the day-to-day business operations of the Loyola University Chicago Retreat and Ecology (LUREC) Student Farm, including tending crops and livestock, winter planning, record keeping and budget management, and assisting with courses taught and special events held at LUREC. The position reports directly to the LUREC Academic Program Director and coordinates the Farm internship program, volunteers, workshops and tours. The Farm Operations Assistant is also responsible for promoting and incorporating sustainable agriculture practices while holding the long term vision of the Loyola Student Farm and its place within the Institute for Environmental Sustainability. This position requires the candidate to live near the LUREC Retreat Facility, as the responsibilities of Farm upkeep (hoop house and greenhouse) and animal care require close attention.

- Performs tilling, seeding, planting, weeding, irrigating, integrating pest management, and harvesting the crops.
- Tends to the chickens and turkeys; feeding, watering, sheltering, rotating, harvesting eggs, processing.
- Tends to the bee colonies; feeding, checking for mites, collecting and processing honey.
- Assists with managing the business of the farm, including the Farmer's Market, Community Supported Agriculture program, and the relationship with the LUREC Kitchen.
- Assists with giving direction and managing new farm projects (building sheds, irrigation systems, hoop houses, internship projects, etc.)
- Keeps records of planting dates and quantities, production, loss, pest cycles, harvest totals, and sales.
- Keeps detailed records of finances, including the account unit data, income, expenses, expense transfers, etc. Monitors and tracks the annual budget.
- Assists with managing the internship program, seasonal employees, and volunteers. Assists in courses taught at LUREC for undergraduates and high school students.
- Assists with conducting special events at the LUREC farm (Fall Harvest Fest, etc.).
- Conducts tours, work days, workshops, and other community outreach.
- Assists with developing strategic markets for the produce, delivering and selling the produce.
- Assists with developing strategic plan, including a business plan, for the continued growth of the program, reviewing it quarterly and continuing to develop relationships and new opportunities for expansion and outreach.
- Works with the Institute of Environmental Sustainability in the development of Sustainable Agriculture/Food Systems curriculum, programs, and outreach.
- Helps to coordinate and execute the Invasives to Energy project, including restoration work, chipping, grinding, pelleting, and running the greenhouse pellet stove.
- Performs related duties as assigned.

Two years of college coursework in Agricultural Science, Ecology, Environmental Science/Studies/Education, Natural Resources, or a related discipline required; bachelor's degree preferred. At least two years of experience working as a field assistant on an organic farm is required.

Minimum Education or Experience

Certificates, credentials or licenses required to perform the duties of this position:

Organic farming certification preferred.

Computer Skills:

Advanced MS Word processing, MS Excel or Spreadsheets. Adept user of Internet, e-mail and other office automation systems.

Qualifications:

- At least 2 years of experience working on an organic or sustainable farms is required, and a Bachelors' or Master's degree in sustainable agriculture, ecology, horticulture, environmental science, or a related field is preferred.
- Ability to communicate clearly and effectively, to read, analyze, and interpret general agriculture journals, technical procedures, or governmental regulations, to write reports, business correspondence, to effectively present information and respond to questions from groups of faculty and students and the general public.
- Ability to develop and manage budgets and to keep agricultural production records is very important.

Physical Demands and Working Conditions

Does this job involve significant physical strain or activity?
Lifting
Carrying
Standing
Climbing
Crawling/Kneeling
Repetitive Motions

What unusual working conditions are associated with this job?
Animals
Exposure to Inclement Weather

Campus
Woodstock-LUREC

POSITION INFORMATION

Job Open Date
12-05-2013

Job Close Date
Open Until Filled

Candidates Eligible to Apply?
All Candidates

Application Types Accepted
University Staff Application
<table>
<thead>
<tr>
<th>Required Applicant Documents</th>
<th>CV/Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Applicant Documents</td>
<td>CV/Resume</td>
</tr>
<tr>
<td></td>
<td>Cover Letter</td>
</tr>
</tbody>
</table>

Loyola University Chicago is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and diversifying our staff. As a Jesuit Catholic institution of higher education, we seek candidates who will contribute to our strategic plan to deliver a Transformative Education in the Jesuit tradition. Applications from women and minority candidates are especially encouraged.

Information on Loyola as an employer/educator can be found at http://www.luc.edu.
For more information on our mission and the university's focus on transformative education in the Jesuit tradition, please visit http://www.luc.edu/mission/mission_vision.shtml

Quicklink for Posting
www.careers.luc.edu/applicants/Central?quickFind=56729

Loyola University Chicago is an Equal Opportunity and Affirmative Action Employer