



## Position Description

**Job Title:** Operations and Farm Assistant (seasonal)

**Employment Dates:** March through October

**Days and Hours:** The Operations and Farm Assistant work **10 - 20 hours per week** with flexible scheduling based on the program's needs. More hours will be expected during the summer; Saturdays will be required.

**Pay and Benefits:** \$11-\$12/hour. Weekly share of vegetables (\$400 value)

**About Soul Food Project:** Soul Food Project is an urban farm in the northeast corridor of Indianapolis. Soul Food Project is committed to fostering wellness in the African-American community by providing affordable food, offering spaces for local artists, and raising our youth as future leaders. More than food production, our farms serve as beautiful oases in Indianapolis and are used as teaching laboratories for people of all ages. Our farms engage both youths in our after-school programs and elders & children in our community. Part of our work is to keep the spaces beautiful through landscaping & garden maintenance. We also grow food distributed at a weekly farm stand, food pantries, and veggie boxes in the neighborhood. Food justice, youth power & cultural roots are the core foundations of our work.

**Overview:** We are seeking a hardworking, detail-oriented, self-starter to add to our team to help with day-to-day production and farm operations. This will be a **seasonal position** that entails all aspects of farming, including planting, harvesting, packaging, cleaning, and food safety. This position will also allow the selected candidate to learn aspects of running a nonprofit, including social media and fundraising.

Duties included but not limited to:

- Co-develop a calendar of the year for all programming.
- Monitor the [info@soulfoodprojectindy.org](mailto:info@soulfoodprojectindy.org) email inbox
- Support with the tracking of program and event attendance in the appropriate forms.
- Crop management: planting, weeding, and pruning
- Harvest tracking and reporting
- Farm volunteer management
- Working with customers on produce sales day
- Assist in day to day operations of our youth programming

**Reports to:** Executive Director/Farm Director

**Supervises:** n/a



**Location:** Hybrid of remote and on-farm experience, preference will be given to someone who lives near the farm

**Hours:** Part-time

### **Skills & Qualifications**

- Outstanding written and verbal communication skills
- Excellent initiative and follow-through, including in remote positions
- Reliable transportation as you will need to travel between sites
- Commitment to excellence, efficient work practices, and pride in a job well done.
- Technology literacy with Google Suite and Zoom. Willing to seek out and attend tech workshops to learn additional platforms, such as Hootsuite, Wix, Canva, and Mailchimp.
- High attention to detail
- Emotional maturity treats others with kindness, respect, and compassion.
- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including trans\* and nonbinary individuals and communities), sexual orientation, class, and religion
- Experience living and working in communities of color, including fluency in Black, Indigenous, and/or Latinx cultural reference points
- Life experience living and working in low income/low financial wealth communities preferred

For questions or to apply, please contact [info@soulfoodprojectindy.org](mailto:info@soulfoodprojectindy.org)