



## Sanctuary One Earth Care Manager Job Description

**Position Title:** Earth Care Manager

**Reports To:** Executive Director

**FLSA Status:** Non-Exempt, Permanent, Part-time

**Category:** Non-resident Employee

**SUMMARY:** This position will be responsible for overseeing all aspects of Sanctuary One's core Earth Care work (gardens, hay production, trees, etc).

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage front garden, vegetable garden, orchard area and composting areas
- Lead all aspects of crop production, including soil management and field preparation, greenhouse seeding and seedling management, transplanting, direct seeding, weeding, irrigation, harvesting and post-harvest donating of produce to local food banks
- Responsible for farming operations, including hay production, and general landscaping
- Utilize sustainable organic agricultural/permaculture methods, to include weed and pest management, development of soil structure through composting, and other organic methods
- Maintain up-to-date garden task lists and checklists
- Keep garden records (seeding log, harvest log and tally, inventory, maps, etc)
- Develop standard Earth Care curriculum/lesson plans for use with educational groups
- Assist with public and educational field trips
- Assist with nonclinical horticultural therapy sessions for service learning groups
- During winter months, review records and research crop options to create comprehensive planting plans (indoor seed-starting, direct-sowing, transplants, and bed plan) for all gardens
- Help plan and prepare garden work day projects
- Provide support in other areas of farm operation as needed, including interns, volunteers, general office help (answering phones, emails, and walk-in inquiries) as well as people and animal-care activities
- Monitor spending and income in pertinent budget areas; work with Executive Director to provide budget recommendations to Board of Directors each year
- Create and manage Garden Committee
- Collect, analyze, and present reports and information as required
- Attend meetings and participates as requested
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- At least two years of experience in a similar position
- Spanish Bilingual preferred
- Prior farm or garden experience required
- Demonstrated ability to work as a team member with colleagues at all levels
- Display excellent interpersonal and customer-service skills with diverse audiences
- General knowledge and skills in word processing, data management, communications, and social media (including, but not limited to, Word, Excel and PowerPoint)
- Ability to write legibly, follow verbal and written instructions, and perform basic math
- Demonstrated ability to work independently with minimal supervision and show evidence of good judgment
- Must be able to perform physical labor in all kinds of weather conditions and must be able to lift up to 20 pounds and occasionally as much as 70 pounds
- A demonstrable commitment to maintaining confidentiality and security
- Must possess a current, valid driver's license and current Oregon auto insurance
- Must successfully complete a Criminal History Check