



VIVA FARMS

Position: Viva Farms King County Farm & Education Assistant

Reports to: King County Farm & Education Manager, Operations & Incubator Director

Location: Woodinville, WA

Compensation: Salary Full-time Exempt, DOE

Farm Overview & Position Summary

The Viva Farms King County Student Farm & Farm Incubator is a 10-acre, peri-urban, agricultural campus and training facility in the Sammamish Valley where students attain practical 'seed-to-sales' experience and new farmers launch businesses. Both farm programs have access to arable land, essential infrastructure, and a suite of equipment and tools for use in small-scale farm production. Program participants learn to grow annual and perennial crops using sustainable and certified organic methods and learn the skills to grow successful farm businesses. The Farm & Education Assistant will assist in the operation of the agricultural campus and training facility including both the 2-acre Student Farm and 8-acre Farm Incubator programs. In addition, the Farm & Education Assistant will execute a variety of education and training objectives while pursuing community relations and fulfilling grant objectives.

Essential Responsibilities

- General Farm Operations – Sustain and develop farm-site infrastructure, equipment, and tools; restore and enhance farmland soil health and biological diversity; comply with Organic, GAPs, and other certifications; operate heavy equipment, including farm tractors.
- Student Farm Program – Assist with farm production and operations (crop planning; succession planting; weeding and IPM; harvesting and packing; sales and distribution) and integrate education programs' objectives and activities.
- Farm Incubator Program – Assist in establishing and supporting new and existing incubating farm businesses; administer handbook policies and equipment and facility logs; provide on-going, technical assistance and participate in ongoing monthly meetings.
- Education Programs
 - Practicum in Sustainable Agriculture (PSA) – Assist in instructing the 9-month, on-farm, training program in sustainable and certified organic agricultural production, management, and entrepreneurship.
 - Workshops – Develop and implement workshops and associated materials, resources, activities, and evaluations for students and incubator farmers.
 - Volunteers – Promote and coordinate year-round volunteer opportunities for community members and K-12, college, and university students and educators.
 - Research, tours, and guest speaking – Facilitate student research, host on-farm tours, and guest speak at workshops, conferences, and other special events.

- Outreach and Community Relations – Maintain and develop relationships or partnerships with neighboring, King County, and western Washington farmers and sustainable agriculture and food system organizations, businesses, academic programs, and government agencies; sustain a quality presence through social media and public events
- Assist with collecting data and reporting in line with program evaluation and meeting grant requirements.
- Other duties as assigned.

Required Qualifications

- Demonstrate a commitment to and enthusiasm for the mission and vision of Viva Farms
- Be a positive team player, have a great sense of humor, and be able to maintain a positive demeanor in a fast-paced environment.
- High proficiency with Microsoft applications and cloud-based programs, such as Google
- Excellent interpersonal communication skills, in-person, over the phone, and via email
- Excellent writing skills, with attention to detail and the ability to grasp the big picture
- Ability to multi-task and prioritize and be entrepreneurial, flexible, and a team player
- Familiarity with Pacific Northwest agroecosystems and the agricultural workforce sector

Preferred Qualifications

- Teaching experience (formal or informal) in agricultural or natural resource sciences
- Heavy equipment operator experience, specifically farm tractors and PTO implements
- Spanish language proficiency

If interested, please send a resume and a cover letter explaining why you would be a great fit for this position to jobs@vivafarms.org. Applications will be accepted until the position is filled.