TITLE: Packing Assistant

LOCATION: Vermillion Township, Minnesota

TIME: Full-Time, Seasonal (May 2021 through December 2021)

COMPENSATION: $16/ an hour, 32 - 40 hours a week

SUPERVISOR: Capacity Building Director

The Hmong American Farmers Association (HAFA) is a membership based, social justice minded nonprofit organization that works with Hmong American farmers in the Twin Cities and the surrounding metropolitan area. The mission of the organization is to advance the economic, social and cultural prosperity of these farmers and their families. Many Hmong farmers face numerous obstacles to farming, including lack of access to land, capital, training and alternative markets besides the farmers’ markets. Through cooperative farming, education and advocacy, HAFA works with Hmong farmers to create a path to wealth creation, not just income generation. HAFA was started by and is led by Hmong American farmers and uses an organizing approach to do its work.

HAFA is hiring an entry level Packing Assistant to start in May 2021. The Packing Assistant will report to the HAFA Capacity Building Director and work on the HAFA Farm, a 155 acre incubator and research vegetable farm located in Vermillion Township, Minnesota. A good candidate must be self-motivated, team oriented, responsible, hardworking and have strong organizational and communication skills. The candidate must also be willing to perform physical labor and work outside, or in the fields in all weather conditions. The position requires a minimum of 32 hours per week, but may require longer hours and work on the weekend.

Responsibilities
The Packing Assistant must be willing to assist with all operations associated with the HAFA Food Hub including:

- Communicating with farmers and staff about upcoming orders and contract deliverables;
- Cleaning and maintaining the wash station, packing shed and cooler area in accordance with food safety standards;
- Packing, loading, tracking, cleaning and maintaining all packaging, small equipment, materials, and protocols associated with the food hub in accordance with food safety standards;
- Sorting, packing, loading and unloading produce for institutional, retail and CSA sales;
- Driving HAFA’s 16’ reefer truck to deliver produce to wholesale buyers and CSA sites;
- Conducting due diligence tests on farmers and their produce;
- Performing data entry.

Prospective candidate MUST have reliable transportation. HAFA is a Hmong-led organization, and cultural diversity is important to us. Minorities and people of color (particularly Hmong) are encouraged to apply. HAFA is an equal opportunity employer.

If interested, please send a cover letter, your resume and three references to: info@hmongfarmers.com. Please put “Packing Assistant” in the Subject Line.