



Port Alberni Shelter Society

3939 Eighth Ave.,

Port Alberni, BC, V9Y 0C6

Phone: 250-723-6511

Job Posting Internal/External

Farm Manager – Maternity Coverage

Port Alberni Shelter Society (PASS) is looking for a Farm Manager who shares a passion for excellence and who infuses enthusiasm into everything they do. This position will be to cover an upcoming maternity leave vacancy.

Position Title: Farm Manager

Department: Agriculture

Reports to: Executive Director

Location: Port Alberni

Contract: 11 months (Possibility of securing permanent position at Port Alberni Shelter Farm in capacity required by PASS)

Port Alberni Shelter Farm is a social enterprise for the Port Alberni Shelter Society. Primarily a Market Garden that utilizes regenerative farming practices, Shelter Farm is also home to various employment, educational, and therapeutic programs for people with disabilities, addictions, mental health, and other barriers.

Job Description:

Reporting to PASS Executive Director on a bi-weekly basis, this position involves strategic planning and management of crop plans, farm programs and business plans, as well as managing employees and delegating duties to the Production Manager. This job is a hybrid of office work and hands-on field work.

As the Farm Manager you will be responsible for all farm communications, including advertising, social media, direct and wholesale customers, managing payments and invoicing, as well as maintaining partnerships and seeking new collaborations. You will oversee the production of vegetables, oversee the management of production personnel, and ensure that company and safety standards are followed.

Compensation/Salary: Commensurate with Experience

Requirements:

- Diploma or Degree in Agriculture or work experience equivalent working in vegetable production (preferably experience with organic production)
And/Or
Education in Business Management, or equivalent experience.
- Extensive experience and a proven track record with vegetable production.
- Experience with managing a small business or social enterprise
- Experience with managing personnel and fostering a safe and inclusive work environment
- Excellent communication skills
- Proficiency with computer skills (Excel, Word, Email, Social Media Platforms)
- Experience with creating budgets and working within budget parameters
- Experience writing professional reports, creating, and using tracking systems for sales, customers, crop plans, etc
- Ability to see a “big picture,” to expand and diversify the operation
- Experience with full scope of crops from seed to sale.
- Knowledge of soil and nutrient management, crop rotation and succession planting, plant pathology, pest and weed management and post harvesting handling



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- Supervisory Experience
- Multi-task oriented and organized

Responsibilities & Duties:

- Ensuring smooth operation of all farm business and programs
- Crop planning, ensuring production meets sales goals and targets
- Planning for succession of harvests over the whole year including over wintering crops
- Recruiting, hiring, and retaining employees
- Managing produce distribution channels, including online store and CSA program, wholesale, and farmers markets
- Managing sales and advertising
- Tracking sales, looking to increase sales and grow the farm's reach
- Tracking all grant funding and complete necessary documentation and reporting
- Managing all communications (email, Facebook, Instagram, wholesale, and direct customers)
- Overseeing Production Manager to ensure the quality of crops, personnel management, and compliance with company policies and safety procedures
- Ability to work in the field, planting, harvesting, weeding, digging, pest management
- Other duties as assigned.

How to Apply:

Please send your resume and cover letter to KD Thakor (Human Resources) at kd@portalbernishelter.com