



**TITLE:** Facilities Manager

**LOCATION:** Vermillion Township & West St. Paul, Minnesota

**COMPENSATION:** \$43,000-\$50,000 Annual Salary – plus generous benefits package

**TIME:** Full Time

**SUPERVISOR:** Food Hub 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 a Facilities Manager to manage the HAFA FOOD HUB and build the capacity of Hmong farmers to produce high-quality, abundant fresh fruits and vegetables for the HAFA FOOD HUB. The ideal candidate should have experience managing CSA and produce wholesale programs and considerable knowledge about vegetable farming. Fluency in Hmong and direct farming experience are desirable.**

#### **Job Description:**

The Facilities Manager will be responsible for managing the logistics for HAFA's Alternative Market Program as well as supporting the Capacity Building Program in procuring vegetables from farmers for weekly contract and ad hoc sales. The candidate will be required to perform physical labor and work outside in all weather conditions. An ability to interact positively with Hmong immigrant farmers, key organizational partners, and the public. An open curiosity and genuine interest in cultural differences is essential. The position requires 40 hours per week and may occasionally require longer hours, nights, and weekend shifts.

The duties for this position include, but are not limited to:

#### **Responsibilities:**

The Facilities Manager expected to include, but are not limited to:

- Managing the HAFA Food Hub facilities and coordinating the logistics for the HAFA CSA and Wholesale Program, including procuring vegetables, receiving/delivering of produce, and providing customer service
- Support the procurement process of vegetables for contracts and ad hoc sales on a weekly basis, making sure things arrive on time and checking quality of produce
- Daily monitoring and maintenance of washing and packing facilities, including overseeing of good food safety practices
- Train farmers on sorting and grading, making sure farmers are practicing food safety practices and good postharvest handling practices
- Must possess a valid driver's license and pass the DOT medical exam
- Be the lead at the pack shed and work with seasonal staff of the HAFA Food Hub: packing assistants and truck driver
- Maintain weekly supplies of inventory for the HAFA Food Hub
- Managing both East and West pack shed and cooler facilities to make sure they are in compliance
- Working with the entire HAFA team to promote and uplift HAFA and its mission
- Additional tasks as necessary to support the work of the Capacity Building Program and Farm Team



**HMONG AMERICAN  
FARMERS ASSOCIATION**

Hmong American Farmers Association  
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**Qualifications & Experience:**

- Experience managing CSA and produce wholesale programs
- Direct farming experience and a strong understanding of vegetable farming principles
- A professional and resourceful style with the ability to work independently and as a team player
- Strong organizational skills with exceptional attention to detail as they manage multiple tasks/projects
- Experience in managing and creating relationships with multiple partners, patrons, and members
- Entrepreneurial energy, high level of initiative, positive, “can-do” attitude, flexibility, and teamwork
- Excellent verbal, written, communication and customer service skills
- Ability to navigate bi-cultural worlds
- Passion for advocating for small and local farmers

HAFA is especially interested in candidates who are committed to social, economic and racial justice.

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 your cover letter, resume, a writing sample and three references to: [info@hmongfarmers.com](mailto:info@hmongfarmers.com). Please put “*Facilities Manager Applicant*” in the subject line.**