



TITLE: Packing Assistant

LOCATION: Vermillion Township, Minnesota

TIME: Full-Time (March through December 2025)

COMPENSATION: Full-Time, 32-40 hours a week – plus benefits package
\$17/ an hour

SUPERVISOR: Food Hub Director

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 immediately.

Job Description:

The Packing Assistant will report to the HAFA Food Hub Director and work on the HAFA Farm, a 155 acre incubator and research vegetable farm located in Vermillion Township, Minnesota. The position requires a minimum of 32 hours per week, but may require longer hours and work on the weekend

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

Responsibilities:

The Packing Assistant duties include, but are not limited to:

- 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

Qualifications & Experience:

- Prospective candidate **MUST** have reliable transportation
- Must be self-motivated, team oriented, responsible, hardworking
- Have strong organizational and communication skills
- Must also be willing to perform physical labor and work outside, or in the fields in all weather conditions

Essential Functions:

The following position requirements are representative of those that will be encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Environment

- Indoor/outdoor environment subject to changing weather conditions and temperatures.
- Uneven walking terrain and exposure to different fauna and foliage, including but not limited to forests, fields, riverbanks, and general offices.
- Subject to occasional exposure of dust, odor, dirt, noise, and other conditions associated with farming.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Occasional lifting, pulling, carrying, pushing object(s) weighing up to 50 lbs.
- Occasional bending, kneeling, crouching, turning and twisting.
- Clarity of vision at varying distances to observe and/or use farming equipment, instruments, tools, manuals and other printed materials.
- Manipulate limbs such as legs, hands, and fingers to operate a variety of tools and equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner
- Frequent driving of a vehicle to conduct work.

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 resume and three references to: hr@hmongfarmers.com. Please put “*Packing Assistant Applicant*” in the subject line.