

Lac Courte Oreilles Ojibwe University
Position Description No. FARMDIR32923



Position Title:	Farm Director
Reports To:	President
FLSA Status:	Exempt
Annual Contract:	Full Time – 52 Weeks
Rate of Pay:	Dependent on Qualifications
Posting Date:	May 01, 2024
Application Deadline:	May 14, 2024 or Until Filled
Start Date:	As Soon as Possible

General Position Summary:

The purpose of the Lac Courte Oreilles Ojibwe University Farm Director is to carry out the mission of LCOOU and the programmatic vision of the Farm through administration of the Farm including the supervision of Farm Staff. The LCOOU Farm aims to increase food sovereignty and provide education and technical assistance for the LCO community and surrounding areas, provide opportunities for LCOOU students to learn, research and work with Farm Staff, provide educational opportunities such as community and K-12 education, and research and innovate sustainable agricultural practices through a cultural lens.

Key Responsibilities:

The Farm Director will...

- Write and manage grants to support the long-term objectives of the farm which will include creation of grants and maintaining reporting as well as supporting the efforts of the LCOOU Farm staff through seeking additional grant funding when necessary.
- Manage the farm property and inventory (machinery, buildings and other structures) in collaboration with LCOOU’s Chief Operating Officer, LCOOU Maintenance Department, etc. with a focus on land stewardship.
- Supervise and mentor the Proposed Outreach Educator and Production Manager and support their efforts by collaboratively creating reasonable goals in their focus areas and documenting outcomes and achievements of the farm including food production, distribution, outreach and education.
- Manage an online farm store, including documenting inventory and delegating the processing of orders
- Maintain existing partnerships and create new partnerships to broaden the scope of the research and educational opportunities for LCOOU students
- Lead and support Farm Staff in efforts to mentor and assist with sustainable agriculture development at the outreach sites, including Red Cliff, Bad River, and Lac du Flambeau

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Position Description No. FARMDIR32923

- Serve as a representative of the LCOOU Farm on LCOOU committees, applicable coordinated service teams, and any other applicable representation opportunities as required
- Produce annual reports on farm goals and objectives to include programs, participation, accomplishments, and future development goals
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in a related field or 4 years of experience in managerial/advisory roles
- 3 years of gardening or farming experience
- Tractor Safety Certification or willingness to obtain certification
- PSA Farm Food Safety Training or Post-Harvest Handling Certification or willingness to obtain certification

Knowledge, Skills, and Abilities Required:

- Excellent communication skills, written and verbal
- Strong organizational and time management skills
- Professional manner and strong ethical code
- Proficient with Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Knowledge and ability to use applicable information technology systems to meet work needs

Work Environment:

- The position requires working in/commuting to the Lac Courte Oreilles Ojibwe University Farm and Lac Courte Oreilles Ojibwe University.
- Strenuous outdoor work
- Occasional travel utilizing university owned vehicles

Reportability:

- Reports to the President

Supervision:

- Supervises Farm workers and student interns

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

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Hand delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date, and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”