##

#### Agricultural Manager

# Job Description

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| **Supervisor:** Mexico Executive Director | **Classification:** Salaried with performance Incentives |
| **Employment Status:**  Full Time/Permanent | **Date Updated:** 4-29-10 |

**Background:** The Academy for Creating Enterprise is a 10 year old non-profit organization teaching micro-enterprise skills to impoverished Latter-day Saint returned missionaries in the Philippines, Mexico and Brazil enabling them to launch and develop micro-enterprise businesses in areas where traditional jobs are generally not available. The Academy is looking for an experienced, enthusiastic and visionary person to develop a profitable agricultural business to help offset Academy expenses and to teach Academy students basic agricultural skills that will help them to provide for their families after graduation.

**Summary:** This position is responsible for planning, acquiring, cultivating and selling both open field and greenhouse crops. Also, the Agricultural Manager will also be responsible for maintaining the grounds at the 3.7 acre Academy campus located in the Mexico City area.

**Essential Duties & Responsibilities:**

* Conceives and implements the overall agricultural plan (including plant/crop selection and market research related thereto) for the Mexico City campus and nearby properties as appropriate.
* Propagates and grows crops in both greenhouse and open field environments including disease and insect control both in the greenhouses and other areas.
* Teaches (10 hours per week) Academy students basic agricultural principles and techniques.
* Plans and executes major crop sales.
* Works with students, volunteers and staff throughout the crop development and harvesting cycle.
* Responsible for the complete care and maintenance of all agricultural facilities related to Academy operations in Mexico assuring high quality crops and an efficient cost structure.
* Maintains greenhouse systems including climate control systems.
* Serves as primary contact to governmental agricultural authorities assuring complete compliance with all regulatory and legal requirements related to the agricultural operation.
* Makes suggestions for and helps implement improvements in the facilities, procedures and services regarding crop propagation, maintenance and retail operations.
* Assists at special events as needed.
* Performs other duties as assigned.

**Supervisory Responsibilities:** Volunteers, students and others engaged in propagation or care for the plant and crop cultivation efforts.

**Qualifications:**

* **Position requires a degree in agriculture or related field or five years relevant experience**,
* Broad knowledge of crop production techniques and practices including hydroponics, knowledge of crop economic and development characteristics and distribution and sales channels.
* Excellent and effective interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* General maintenance and repair skills.
* Must obtain and maintain appropriate certifications required by the Mexican government.
* Willingness to relocate/reside in the Mexico City area.
* Spanish language capability at a conversational level.
* Demonstrated ability to organize a team of individuals to accomplish approved agricultural goals.
* Must possess a valid driver's license.

**Preferred Skills:**

* Excellent knowledge of greenhouse production methods (production schedules, insect, fungus and disease control.
* Proven growing abilities, utilization of drip and other irrigation systems, cost control practices, and knowledge of wholesale/retail operations for plant and other crop sales.
* Demonstrated knowledge and experience in planting, fertilizing, applying chemicals, weeding, watering, pruning, and caring for plant materials, including disease and insect identification and treatment.
* Good knowledge of work hazards and safety rules and procedures.
* Proven ability to use and care for equipment and tools.
* Skill in organizing resources, establishing priorities and managing multiple tasks.
* Passion for excellence in programs and services.
* Understanding and appreciation of the goals, objectives, and operations of The Academy for Creating Enterprise.
* Ability to gather data, compile information, and prepare reports.
* Ability to use computers, printers, word processing, and spreadsheet software, varied office equipment.

**Work Environment:** The individual will work inside and outside with others. Employee will work both indoors and out. May be exposed to hazardous chemicals, but will be provided approved PPE and instruction to ensure their safety and safety of other staff and visitors. Moderate lifting and bending is required for this position. Work includes some evening and some weekend duties.

**Compensation:** Negotiable based on qualifications.

**How to Apply**: Send cover letter and resume to: Andy Barfuss, CEO, The Academy for Creating Enterprise at: gabarfuss@creatingenterprise.org. For more information call 801.566.7900. Fax: 801.451.9708.