



# Finca Tres Robles Assistant Farm Manager

## Job Description:

Located just 3.5 miles east of downtown in the historic 2nd Ward, Finca Tres Robles, the only privately-operated urban farm in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. Being a community-driven farm and uniquely striving to keep 100% of its produce within 3 miles of our farm, we have developed community outlets and relationships selling our produce through a 10 month CSA, year round farmers market and on site farm stand and a small amount of wholesale.

We strive to take a creative and innovative approach to agriculture and work to foster a space to push the interests and long-term goals of young farmers, land access to farmers, and food accessibility in our city. We believe being located in the city is vital to impact and grow the agricultural movement in Houston and hence are open to the public 5 days a week. Further, we offer other programming including hands on classes, field trips, farm dinners, free community events, as well as renting the farm out for private gatherings.

After training and orientation period, the Assistant Farm Manager will be expected to hit the ground running to support the Farm Manager in managing the day to day operations of the. Responsibilities will include planning and overseeing continued development of major systems and production operations, supervising workers and volunteers, attending farmers markets, managing the CSA Program, and supporting as needed field trips, classes, and events at the farm.

We are a process-oriented farm and are always looking to improve on our processes and systems. We are looking for someone who is detail oriented while still understanding the larger needs of the farm, its workers, and the season. We are still establishing vital infrastructure and will continue to work with the Farm Manager and Assistant Farm Manager to develop new processes and improve on established systems. Making this a space for our staff to learn is very important to us and we’ll work to engage their interest in respect to the farm’s mission and work.

By committing to take on our Assistant Farm Manager position, you are becoming a vital part of the farm team and the growth of our operation. We strive to provide the best quality produce and take pride in our work. We strongly believe in the work we do and look for our Assistant Farm Manager to take that upon themselves to be active leaders, not just on the farm but also, within our immediate community and the Houston agriculture, farming, and food scene.

## Responsibilities:

- Support in the running and management of the day to day farm work including harvest, bed prep, greenhouse work, planting, harvesting, deliveries, field trips, and classes. Planning weekly priorities through regular meetings with the Farm Manager and General Manager and various tasks as assigned
- Support in the management of the CSA plan, setup, harvest, washing, packing, and drop off.
- Direct and manage apprentices, volunteers, and seasonal workers.
- Contribute to the development of improved operations through routines, processes, checklists, record keeping, farming techniques, and farm infrastructure projects.
- Take on responsibilities from the Farm Manager as you grow in understanding and comfortability of the farm operations
- Support and assist in the running of other farm events such as field trips, classes, and dinners

## Commitment:

12 Month Minimum (with time off between seasons in Aug and late December)  
40 hours of work per week not including Markets (specifics can be discussed)

## Requirements:

6 months experience working on a production farm (though would be willing to train the right candidate)  
Proficient in Microsoft Excel, Word, Gmail, Google Docs  
Committed to professionalism and personal growth.  
Willingness to work outdoors in Houston’s weather and ability to lift 50 lbs +  
Speak Spanish (a plus but not required)

## Compensation:

\$9-\$11/hr depending on experience + Farm Produce  
Potential for growth opportunities beyond 12 months

## To Apply:

Please e-mail a resume, brief description of yourself, and what you would like to accomplish personally as a member of the farm.

Contact: [tgarciaprats@smallplaces.org](mailto:tgarciaprats@smallplaces.org)