

## **NATIVE AMERICAN COMMUNITY DEVELOPMENT INSTITUTE**

### **Four Sisters Farm Assistant Manager**

**Organizational Overview:** NACDI is a non-profit, asset-based, intermediary development organization working within the urban American Indian community in Minneapolis, Minnesota. NACDI is focused on community engagement and organizing, economic and community development, planning, training, education, and research within a framework of Native arts and culture.

**Job Summary:** The Four Sisters Farm Assistant Manager is a part-time seasonal position supporting the daily operations, programming, and events for the Four Sisters Urban Farm. This position reports to the Four Sisters Urban Farm Manager. Responsibilities will vary depending on the time of year but will generally include plant care (seeding, watering weeding and harvesting), volunteer coordination and assistance with the implementation of events and programming at the Four Sisters Farm and Four Sisters Farmers Market.

#### **Core Responsibilities:**

- Implementing day to day farm operations and programming.
- Assisting with growing and harvesting produce from the farm
- Assisting with content creation and event promotion
- Program coordination
- FSUF volunteer coordination
- Garden Member coordination
- Event set up and tear down
- Market set up and tear down
- Other duties as assigned

#### **Qualifications**

- Experience planting and maintaining vegetables
- Ability to facilitate and coordinate events and activities
- Excellent communication skills both written and verbal
- Ability to work evenings and weekends as needed
- Positive attitude, flexible working style

## **Preferred Qualifications**

- Experience working with American Indian communities
- Knowledge of Native art and culture; both contemporary and traditional
- Proficient knowledge of the American Indian urban and tribal communities, particularly in Minnesota and the region
- Sense of humor, integrity, impeccable work ethic.
- Experience in graphic design programs including Canva and Adobe Creative Suite

**Physical Requirements:** Ability to lift 50 pounds.

**Hours:** Up to 30 hours per week, 25 weeks per year

**Salary:** \$25/hour, Half day on Holidays, 1 hour of Sick Time for every 30 hours worked, up to 48 annually, professional development with supervisor's approval.

### **To Apply:**

Send cover letter, resume, references via e-mail to Robert Lilligren, NACDI President & CEO, at [rlilligren@nacdi.org](mailto:rlilligren@nacdi.org)

**Posted until filled**