



Elawa Farm

Assistant Garden Manager

Overview:

Elawa Farm is a historic, non-profit farm located in Lake Forest, IL dedicated to producing organically grown food for the community and educating students on small-scale production. Elawa Farm showcases the bounty and beauty of a Market Garden.

The farm is currently seeking a permanent, full-time Assistant Garden Manager. The Assistant Garden Manager role will focus on two areas – production, including vegetables & flowers for our onsite Garden Market, and education, through our garden intern program and engaging the community through garden activities.

Elawa Farm's Garden Market runs for 24 weeks: Friday & Saturday 8a.m. – 1p.m., mid-May through the end of October. Elawa's small CSA program runs for 20 weeks, June through mid-October.

Responsibilities:

Assist the Garden Manager with the following:

- Annual garden and greenhouse planning
- Grow, plant, maintain, harvest and process ¼ acre of vegetable, ¼ acre of flower and ¼ acre pumpkin crops
- Manage stock of dahlia tubers – dig, divide & prep for winter storage
- Seed, water and maintain vegetable, herb and flower starts for the farm and spring seedling sale
- Design and maintain the demonstration garden for education purposes
- Prepare our weekly, 12-member CSA box
- Set up & work the weekly garden market (Fri. & Sat. a.m.)
- Interview potential summer garden interns and manage their education and daily activities
- Manage volunteer activities
- Manage activities of 3-person landscape crew (1 day/wk.)
- Identify Eagle Scout project ideas, meet with Eagle Scouts, manage projects
- Lead garden tours and activities on the farm for school groups, garden clubs, corporate groups, etc.

- Deliver classes to members of the community
- Lead short activities for young campers during our 2, 1-week camp sessions
- Assist on-site bee keepers when needed
- Deliver a successful Holiday Market by:
 - o Starting and maintaining holiday bulbs in the greenhouse
 - o Completing set-up and breakdown of market
 - o Working the market and assisting with sales
 - o HM is the last Weekend Nov/First weekend December – Friday, Saturday, Sunday

We are seeking an Assistant Garden Manager who is:

- Passionate & knowledgeable about organic, small-scale agricultural practices
- Experienced in growing both flowers & vegetables
- Experienced in growing for a market & engaging with customers
- Hard working and dependable
- Organized and detail oriented
- People-oriented, as this position is public facing
- Dedicated to teaching students & sharing knowledge with the community

Qualifications:

- Bachelor's Degree in related field preferred
- Farm training, through hands-on work experience and/or formal education
- Proficient in Microsoft Office Suite

Compensation: Annual salary commensurate with experience plus paid vacation and holidays.

If you're interested in this opportunity, please submit your cover letter and resume to Elaine Madansky at emadansky@elawafarm.org by Feb. 1, 2019.