

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Refugee Enterprise & Agriculture Program Client Support
Summer Associate
PROGRAM: Refugee Assistance & Immigration Services
SUPERVISED BY: Refugee Enterprise & Agriculture Program Coordinator
STATUS: Part-time/Seasonal
UPDATED: 03/2024

JOB SUMMARY: This is a part-time, seasonal position with a start-date in mid-April 2024 and end-date in mid-October 2024. This position will work alongside the Refugee Enterprise & Agriculture Program (REAP) Coordinator to fulfill the day-to-day operations of the program. This position will primarily assist with the Fresh International Gardens (FIG) program, assisting clients with planting, maintaining, harvesting, and packaging vegetables for sale. The position will also collect report client hours using established database functions.

QUALIFICATIONS:

Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Dependability, maturity and initiative. Excellent inter-personal skills required. Ability to relate positively to program staff, community service providers, and CSS clients. Flexibility to deal effectively with a variety of people, situations, problems and challenges. Highly organized with a keen attention to detail; strong leadership skills; self-motivated and directed; works well within a rapidly changing environment; punctual; effective communication, and interpersonal skills; cultural competency to work with diverse farmers and gardeners.

Education/Experience: At least one-year of experience with contributions to the operation of a garden is preferred.

Skills: Skill in cultivating vegetable crops using small-scale, ecologically sustainable techniques. Skill in providing oversight, supervision, and training to a diverse group of clients and volunteers in a fast-paced setting. Ability to handle crisis situations with minimum supervision. Ability to oversee a diverse group setting.

DUTIES & RESPONSIBILITIES:

1. Work with REAP Coordinator to manage FIG growing spaces.
2. Assist with all garden operations including vegetable sales: 55-member CSA, farmers market sales, Give Local Grow Local donations, and other customers.
3. Recruit, teach and support newly arrived refugees interested in learning how to grow produce in Alaska; provide outreach and educational information to refugees interested in Fresh International Gardens program; coordinate and support refugees participating in Fresh International Gardens program.
4. Log and report FIG client hours and case notes using data management system.
5. Work with RAIS case managers to fill out monthly Community Work Experience (CWE) forms.
6. Coordinate daily operations and schedule updates with REAP staff via Microsoft Outlook.

7. Assists Program Coordinator with supervision and support of RAIS program volunteers and program interns.
8. Supervise farmers during harvest and post-harvest handling in accordance with food safety regulations at Fresh International Gardens and at farmers' markets.
9. Work with Program Coordinator to develop and implement ongoing technical assistance for refugee farmers and farm entrepreneurs.
10. Organize and facilitate classes alongside Program Coordinator.
11. Gather and report data for grants and agency needs as requested by Program Coordinator.
12. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
13. Other duties as assigned.

Physical Requirements: Must be able to tolerate heat, cold, and wet conditions while performing necessary duties. Must be willing and able to drive program participants to and from project sites (Fresh International Gardens and Grow North Farm) in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Must be able to lift, push, pull and move a minimum of 50 pounds and safely operate garden equipment including garden tools, lawn mowers, and tillers.

Training Requirements: Computer skills, including Microsoft Outlook and Apricot database functions. Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____