



Notice of Open Position

Title: Seasonal Sustainable Agriculture Assistant
Location: Duke Farms, Hillsborough, NJ
Reports to: Manager of Sustainable Agriculture
Status: Seasonal (April–October: 1,200 hrs.) Non-Exempt

Duke Farms (DF) is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, DF inspires people to transform their approach to conservation and to start building a more sustainable future.

JOB SUMMARY

The Seasonal Sustainable Agriculture Assistant is a member of the Natural Resources & Agroecology team. They will be responsible for collaborating with the Manager of Sustainable Agriculture and Community Garden Coordinator at DF on the maintenance of a small-scale farming operation that will supply the DF Café with produce from hoophouse and field production as well as supporting the 60-layer hen operation. The individual will specifically contribute to the implementation of Duke Farms multi-faceted agriculture program, including the rotationally grazed beef herd, greenhouse production, permaculture, annual crops (till and no-till), perennial crops, innovative cover crop/green manure practices, on site compost production, and marketing through our own farm to table market and may be called upon to support other aspects of the farm if needed.

The Seasonal Sustainable Agriculture Assistant will have the option to reside at Duke Farms, as a condition of his/her employment, in housing provided by DF and subject to the DF Housing Protocols.

ESSENTIAL JOB FUNCTIONS

Day-to-day Operations

- All aspects of farm work, in all extremes of weather, including, but not limited to: Irrigation, weeding, seeding, transplanting, greenhouse propagation/production, mowing, livestock care, haying, harvest, paddock layout, fencing installation and maintenance, and marketing;

- Coordinate with other DF staff as needed to address necessary maintenance of facilities, equipment and machinery.

QUALIFICATIONS

- Experience in a farming operation is required, preferably at a sustainable agricultural operation;
- Competent and familiar with most farm machinery, tractors, and implements or the ability and willingness to learn from seasoned professional on staff;
- Able to traverse the 2700+ acre Duke Farm’s property as well as travel to other locations;
- Willing to work indoors and outdoors under various weather conditions;
- Able to work outside of traditional business hours, including weekends, evenings and occasional holidays.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Seasonal Sustainable Agriculture Assistant” in the subject line. Applications will be accepted until February 28, 2018.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate.