



Farm Coordinator

Position Description

Pono Pacific Land Management, LLC was founded with a vision of helping Hawai'i's conservation agencies and landowners. Since 2000, we have been providing specialized services to a wide variety of clients in almost every ecosystem in Hawai'i, from mountain ridgelines and forests to coastal areas and near-shore reef systems.

In 2019, Pono Pacific was contracted by Turtle Bay Resort to manage 468 acres of agricultural land mauka of the resort. Kuilima Farm is a healthy, vibrant farm that matches best-in-class sustainability practices alongside Hawaiian knowledge and culture. The ideal candidate will exhibit the values that steer our organization: character, humility, 'ohana (family/community-mindedness), service, excellence, and nobility. The Farm Coordinator will act in the best interests of the company, other employees, and in a fair, safe, effective, and legal manner. This role has an opportunity to affect & interact with Hawai'i's food system, local, sustainable food production, farm expansion, food hubs & co-op models, and more.

Position Summary

The worksite location is Kuilima Farm, Kahuku. The Farm Coordinator position is a Full Time – Non Exempt role. The Farm Coordinator is primarily responsible for collaborating with partner farmers, aggregating product and fulfilling orders, food safety coordination, and general farm administration. The Farm Coordinator will report to Farm leadership and/or the VP of Diversified Agriculture.

Essential Duties & Responsibilities

- Partner Farmer collaboration
 - o Open communication with farmers
 - o Support farmer management
 - o Support quarterly partner farmer meetings
- Order fulfillment & aggregation
 - o Coordinate fulfillment of farm product orders & delivery
 - o Marketing and sales oriented
 - o Coordinate aggregation of products from other farmers
 - o Aim to grow success of Kuilima and other farmers
- Office Administration & Food Safety
 - o Coordinate food safety certification
 - o Order supplies for the farm and office as needed
 - o Assist with standard IT and security needs
 - o Provide accounting and grant support
 - o Support group visits, event coordination, and community gardens
 - o Coordinate subcontractors for various operations & development projects
- Other duties as assigned

Physical Requirements

- Able to stand and/or walk and lift and/or carry, push and/or pull objects that weigh up to 50lbs as well as perform desk-based computer tasks
- Frequently twist, bend, stoop, squat, kneel, crawl, climb, reach or work above shoulder, or grasp forcefully
- Occasionally operate and maintain common yard and farm machinery such as lawnmowers,



weed-eaters, tillers, hand tools

Work Environment

- Work is conducted in a field office environment and may require work to be conducted in non-standard workplaces
- Work is typically conducted Monday through Friday at normal business hours, but evening and weekend hours may be required to meet goals and objectives

Education, Experience, and Qualifications

Minimum Qualifications

- Minimum of 2 years work experience in agriculture, administration, or related field
- Proficient in Google applications and Microsoft Office suite
- Aptitude for collaborating with farmers and crew members
- Able to take initiative and work independently
- Demonstrate flexibility and adaptability in a fast-paced, rapidly changing work environment
- Strong organizational skills and able to manage multiple priorities efficiently

Preferred Qualifications

- Bachelor's degree in agriculture or related field
- Prior farming experience
- Experience in sales & marketing
- Proficiency with project management software

Compensation and Benefits

Minimum starting range of \$20-\$25 per hour and commensurate with prior experience.

Benefits with Pono Pacific:

- Health care with dental, drug, and vision (100% of premium covered for the employee)
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Vacation, sick, jury, and bereavement pay
- 401(k) retirement plan with an employer contribution
- Training and development opportunities
- A collaborative work culture with staff days to meet employees of our other companies

To apply, please submit a cover letter and resume (in a single PDF document) to ponojobs@ponopacific.com