



Native Village of Afognak To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

Farm Manager

Job Summary: The Farm Manager oversees all operations of the hydroponic farm, ensuring high-quality production, financial sustainability, and strong community engagement. This position supervises two Grow Technicians and is responsible for implementing best practices in farming, business administration, and staff development while working closely with Tribal Members, customers, and partner organizations.

Classification: Regular Full-Time, Exempt

Reports to: Tribal Administrator

Supervises: Grow Technicians

Salary: \$28.00-\$38.00 per hour

Duties and Responsibilities:

Administrative & Compliance Duties

- Draft and present reports on farm operations to Tribal Members, the community, and Tribal Council.
- Manage business licensing, LLC filings, and compliance with state and federal laws.
- Submit quarterly city sales-tax payments and maintain tax-exempt customer data.
- Maintain accurate records for production, sales, finances, compliance, and reporting.
- Assist Grants Manager with applications, reporting, and grant compliance.
- Monitor compliance with food-safety standards, environmental regulations, workplace safety, and emergency requirements.
- Maintain and revise written policies and procedures, including SOPs for risk mitigation.

Business & Financial Management

- Manage annual farm operating budget to achieve an established profit margin.
- Conduct cost analysis and develop pricing strategies based on production costs and market trends.
- Implement strategies to strengthen NVA's business-management capacity in farming and hydroponics.
- Oversee monthly invoicing and manage customer relations.
- Conduct market research and develop/implement marketing strategies to expand customer base.
- Oversee procurement, inventory, and vendor relationships.
- Lead strategic planning for revenue goals, production targets, staffing needs, and equipment/facility improvements.

Agricultural & Technical Operations

- Maintain maximum production of the farm while mitigating risks to crops.
- Oversee farming operations from seed starting to harvest and delivery.
- Implement pest and disease prevention and response protocols.
- Manage hydroponic system functionality, environmental controls, safety procedures, and overall farm efficiency.
- Oversee maintenance and repair of farm assets.



Personnel Management & Staff Development

- Recruit, onboard, train, and supervise Grow Technicians.
- Schedule staff, conduct performance evaluations, and support professional development.
- Maintain safe working conditions and oversee compliance with internal safety procedures.
- Cross-train staff on management duties and farming operations to ensure continuity.
- Build positive team culture and provide leadership in daily operations.
- Serve as the primary operator of the farm when technicians are unavailable, ensuring continuous production and system functionality.

Community Engagement & Partnerships

- Build partnerships with local, state, and national organizations to support farm growth and visibility.
- Increase communication with potential customers and community partners.
- Serve as a representative of the farm in meetings, events, and collaborative projects.

Minimum Qualifications

- High school diploma or GED.
- At least 1 year of supervisory experience, including training or directing staff.
- Experience with routine business administration tasks such as invoicing, recordkeeping, and customer service.
- Ability to manage budgets, track expenses, and monitor financial performance.
- At least 2–3 years of experience in agriculture, horticulture, hydroponics, or a related field, or genuine interest and willingness to learn.
- Basic knowledge of plant biology, crop production practices, and pest/disease management.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with standard computer applications (Microsoft Suite).
- Ability to communicate clearly with staff, community members, customers, and Tribal stakeholders.
- Valid driver's license and ability to travel as needed.

Preferred Qualifications

- Associate or Bachelor's degree in agriculture, horticulture, business administration, environmental science, natural resources, or a related field.
- 3–5 years of experience in commercial farming, hydroponic operations, greenhouse management, or food production.
- Experience working with Tribal governments, Tribal enterprises, or community-based agricultural projects.
- Experience managing staff, conducting performance evaluations, and leading team development.
- Experience with strategic planning, marketing, or business development.
- Experience managing grants or contributing to grant reporting.
- Knowledge of food-safety standards, agricultural regulations, environmental compliance, and risk-management protocols.
- Experience with inventory management, procurement, and vendor negotiation.
- Experience developing written policies and standard operating procedures.



- Familiarity with agricultural technologies, hydroponic systems, or environmental monitoring equipment.
- Strong financial skills, including cost analysis, pricing strategy, and profit-margin planning.

Physical Requirements

- Ability to lift, carry, and move items up to 40–50 pounds (nutrient bags, water containers, equipment, produce boxes).
- Ability to stand, walk, bend, kneel, reach, and perform repetitive motions for extended periods while working in greenhouse or farm environments.
- Ability to work in warm, humid conditions.
- Ability to safely use ladders, small tools, and equipment required for hydroponic system maintenance.
- Ability to perform tasks requiring manual dexterity, including planting, pruning, harvesting, and equipment adjustments.
- Ability to occasionally work extended or irregular hours during peak production cycles or emergencies (e.g., system failures, power outages).
- Ability to drive for local delivery routes, supply pickups, or partnership visits.

Applicants must complete a federal background check process clear of barrier crimes such as sexual assault, child abuse or other violent offences, robbery, felony level drug offences, etc.

Preference is given to qualified NVA Tribal Members or descendants. NVA is an Equal Opportunity Employer. Preference is extended to qualified American Indian/Alaska Native individuals under applicable federal law.

Dig Afognak

All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, and other duties.

Native Village of Afognak Employee Benefit Summary

Full time permanent staff receive multiple benefits from NVA, including the following:

- 401K matching at 6% after one year of employment
- Health insurance
- 12 paid holidays (including employee's birthday)
- 24 days of paid leave annually (with increases after 2 years of employment)