



# HMONG AMERICAN FARMERS ASSOCIATION

Hmong American Farmers Association  
149 Thompson Avenue East, Suite 210 | Saint Paul, MN 55118  
Phone: 651-493-8091 | Email: [info@hmongfarmers.com](mailto:info@hmongfarmers.com)  
[www.hmongfarmers.com](http://www.hmongfarmers.com)

**TITLE:** Food Hub Director

**LOCATION:** **HAFA Farm** in Vermillion Township, MN, and occasionally in **HAFA Office** in West St Paul, MN

**COMPENSATION:** \$55,000-\$60,000 Annual Salary – plus generous benefits package

**TIME:** Full time, Exempt  
Regular working hours are Monday-Friday, 9:00am – 5:30pm.  
May be required to work occasional evenings and weekends.

**SUPERVISOR:** Executive Director

**The Hmong American Farmers Association (HAFA)** is a membership-based, social justice-minded nonprofit organization that works with Hmong American farmers in the Twin Cities and the surrounding metropolitan area. The mission of the organization is to advance the economic, social and cultural prosperity of these farmers and their families. Many Hmong farmers face numerous obstacles to farming, including lack of access to land, capital, training and alternative markets besides the farmers' markets. Through cooperative farming, education and advocacy, HAFA works with Hmong farmers to create a path to wealth creation, not just income generation. HAFA was started by and is led by Hmong American farmers and uses an organizing approach to do its work.

HAFA is hiring a **Food Hub Director** to lead HAFA's Alternative Markets Program. The Food Hub Director will report to the Executive Director and supervise junior staff in the Alternative Markets Program. The position will also draft, develop and manage an enterprise budget; develop and manage relationships with institutional partners and launch and grow the volunteer program. The position will be stationed half of the year at the West Saint Paul office and the other half at the HAFA Farm, a 155-acre incubator and research vegetable farm located in Vermillion Township, Minnesota just 20 minutes outside of Saint Paul.

## Responsibilities:

The Food Hub Director's duties include, but are not limited to:

- Lead the HAFA Food Hub team.
- Develop, sustain and grow HAFA's Alternative Markets Program and specifically the Food Hub operation.
- Manage staff and seasonal workers associated with the program.
- Develop and monitor the budget of the AMP program and the food hub and monitor all the financing associated with the Food Hub.
- Manage and lead annual audits and mock recalls related to the program.
- Support HAFA's development staff and executive team in the raising of funds to support the program and Food Hub.
- Monitor and collect relevant data for reporting and evaluation purposes.
- Develop, secure and maintain relationships with AMP stakeholders including buyers, farmers, customers and organizational allies.
- Provide aggregation and distribution services on behalf of Hmong farmers to consumers through the HAFA CSA, as well as to retail, commercial and institutional buyers, e.g., hospitals, schools, grocery stores, buying clubs, etc.
- Manage online purchasing portal and supervise the financial, operations, logistics and quality assurance sides of the Food Hub.
- Supervise dry & cold food storage operations and food safety procedures.
- Develop and supervise newsletters & other marketing materials for buyers and producers.
- Recruit, train, and supervise volunteers and interns.
- Support and monitor farmers' learnings on food safety trainings and all proper licenses and food safety procedures.
- Evaluate and write reports showcasing program effectiveness.
- Working with the entire HAFA team to promote and uplift HAFA and its mission.
- Additional tasks and duties as assigned.

## Qualifications & Experience:

- Experience working on farms or in farmers markets with diverse communities is desired



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- Ability to fluently speak the Hmong language and familiar with the Hmong culture and customs
- Strong interpersonal cultural skills
- Experience in QuickBooks and web management
- Strong organizational skills with exceptional attention to detail
- Experience in managing and creating relationships with multiple partners, patrons and members
- Ability to develop, implement, nurture and evaluate projects
- Knowledgeable in Microsoft and other farm related software programs (Farmigo, Veggie Compass, Local Harvest, etc.)
- Must have a valid driver's license and access to a safe, reliable, and insured vehicle
- Excellent verbal, written, communication and customer service skills
- Ability to work some evening and weekends as needed
- A Food Hub Management Certification is highly recommended

### Essential Functions:

The following position requirements are representative of those that will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Environment

- Indoor/outdoor environment subject to changing weather conditions and temperatures.
- Uneven walking terrain and exposure to different fauna and foliage, including but not limited to forests, fields, riverbanks, and general offices.
- Subject to occasional exposure of dust, odor, dirt, noise, and other conditions associated with farming.
- Changing priorities and interruptions.

### Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Occasional lifting, pulling, carrying, pushing object(s) weighing up to 50 lbs.
- Occasional bending, kneeling, crouching, turning and twisting.
- Clarity of vision at varying distances to observe and/or use farming equipment, instruments, tools, manuals and other printed materials.
- Manipulate limbs such as legs, hands, and fingers to operate a variety of tools and equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner
- Frequent driving of a vehicle to conduct work.

HAFA is especially interested in candidates who are committed to social, economic and racial justice.

HAFA is a Hmong-led organization, and cultural diversity is important to us. Minorities and people of color (particularly Hmong) are encouraged to apply. HAFA is an equal opportunity employer.

**If interested, please send your cover letter, resume, a writing sample and three references to: [HR@hmongfarmers.com](mailto:HR@hmongfarmers.com).**

**Please put **"Food Hub Director"** in the subject line.**