

Employment Responsibilities & Compensation

Position: Assistant Farm Director

Location: Ellensburg, WA

Compensation: Commensurate with experience, knowledge and expertise

These are the duties of an Orrion Farms full time Assistant Farm Director, who will report to Ellensburg Farm Director (Doug Leadley). These duties and responsibilities may change from time to time based on the needs of the Farm.

Primary Responsibilities

- Serve as the 'Right Arm' of the Farm Director to manage and supervise OFW Farm employees to accomplish operational and training goals.
- Contribute to the financial health of the OFW Ellensburg operations through a combination of income management, expense reduction and financial controls.
- Cultivate a Hospitality centric culture for employees, vendors and guests.
- Work with Facilities Director to oversee the maintenance and care of the entire Farm's property, including the Owner's personal residence
- Oversee Onsite Events
- Other duties as agreed upon

Qualities & Skills

- Team player, must play well with others
- Manage and supervise employees with respect
- Available afterhours/weekends for emergencies
- Excellent verbal and written communications, including computer (Word, Excel, Email) and phone app proficiency
- Proficient with financial statements and budgeting
- Maintain a clean and safe environment for horses and people

General

All employees of Orrion Farms are expected to represent themselves in a fashion that reflects high moral character and professionalism to our guests, clients, staff and the community. The position of Assistant Farm Director is a full-time, salaried position and is considered the 'face' of the farm, therefore it is imperative that this employee always represents the farm in an appropriate manner. A confidentiality agreement and background check will be required for this position.