



Agricultural Assistant

Date: April 1, 2012

Location: Willcox, AZ, US

Position Title: Agricultural Assistant

Foundation Overview:

Established in 1999, the Howard G. Buffett Foundation's primary mission is to improve the standard of living and quality of life for the world's most impoverished and marginalized populations. Our priority funding focus is agricultural research and development to alleviate hunger and achieve global food security. We also provide limited support for humanitarian assistance in conflict and post-conflict regions and conservation initiatives.

Recently we expanded our approach to global food security to include the United States in the areas of hunger, production research and agricultural sustainability. As a part of this expansion, Sequoia Farm Foundation was established by the Howard G. Buffett Foundation to create a research platform for a variety of agricultural research projects and to partner with domestic universities to maximize the potential of the Foundation's various research farms.

Responsibilities:

The Agricultural Assistant plays a key role in supporting Sequoia Farm Foundation's operations for a 920-acre research farm located in Willcox, AZ. The Agricultural Assistant reports to the Farm Manager in Willcox, AZ but will also work collaboratively with research staff and partners.

Primary responsibilities include:

- Providing administrative and general operating support to the farm manager;
- Basic record keeping and inventory and supply acquisitions;
- Managing a handful of key special projects as needed.

Qualifications:

- A minimum of a bachelor's level education in an agricultural program;
- 1-5 years of farming/field experience;
- Experience operating small to medium farm equipment is a plus but not required;
- Good oral and written communication skills;
- Strong interpersonal skills with a demonstrated ability to take ownership of problems and use good judgment in decision-making;
- Outstanding organizational and project management skills;



- Ability to successfully multi-task and deliver in a timely manner, with outstanding attention to detail and sense of urgency;
- Computer proficiency is a plus but not required;
- Willingness to travel on a limited basis both domestically and internationally;
- Ability to manage confidential information and situations with efficiency, flexibility and diplomacy;
- Intellectual curiosity and a passion for agriculture.

Additional Restrictions:

Only applicants who currently reside in the greater Tucson or Willcox area and are willing/able to relocate permanently to Willcox, AZ will be considered.

To Apply:

Email a resume and cover letter to jobs@hgbfoundation.org.