



BROETJE ORCHARDS LLC

1111 Fishhook Park Rd. * Prescott, WA 99348

Announcement: Seeking an experienced HR professional to join a dynamic, multidisciplinary team to expand Broetje Orchard's capacity to serve its growing workforce. Ideal candidate will be bilingual (English and Spanish) and have at least 2 years of experience in program management or human resources. The position requires excellent team building, communication, hosting, and organizational skills.

Job Description – HR Multi-Site Coordinator

Broetje Orchards is one of the largest family-owned and operated tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples a year. Broetje Orchards pursues a faith-based, socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of its employees and families.

Broetje Orchards is currently developing its capacities to better serve employees located on its three ranches outside of the company's main ranch in Prescott, WA. As part of the specific duties, the position will play an HR role for these orchards, providing hiring services and HR-related support functions to the managers at these respective ranches. Further, the company is currently investigating opportunities with the Federal H2a visa program in order to augment its current workforce. With the HR and orchard teams, this position will be the primary lead in assessing, preparing and implementing the H2A program.

In developing these programs, this position must ensure that they continue to uphold the greater mission of the company and are stewarded well. This position reports directly to Broetje Orchard's HR Director and holds the following specific responsibilities:

HR Multi-Site Coordinator for Burbank, Wallula, and Benton City Orchards

- With the respective orchard managers provide HR functions to support activities that include:
 - Hiring and dismissals
 - Employee/manager relations
 - Disciplinary issues
 - Documentation

- With existing HR staff, serve as a resource for all employees with respect to:
 - Accidents/Injuries
 - Employee Benefits
 - Employee Assistance Program
 - Manager development and training

H2A Program Development

- Liaison with H2A Third Party, assisting with
 - Job Order filings
 - Recruitment of domestic workers
- Hiring:
 - Responsible for fulfilling the point-of-hire process for all employees with Broetje Orchards (reviewing documentation, registering employees in the FAMOUS system, proper orientation and review of safety trainings, etc.)
 - Proper documentation of recruitment/hiring process (I-9, advertising, etc.)
- Housing:
 - Ensuring adequate and proper housing accommodations
 - Liaison with Snake River Housing management
 - Securing outside-managed housing as needed
 - Work with housing organizations to ensure housing complies with required laws (H2a, DOH, etc.)
- Recruitment:
 - With the H2A third party – facilitate the continued recruitment of qualified individuals
 - Facilitate communication with our existing workforce to prioritize recruitment of individuals known to them.
- Hosting:
 - Ensure proper attention and accommodation for visiting guest workers, including:
 - Proper orientation and understanding of customs are made
 - Ensure that worker needs are linked to the proper resources (e.g. ill workers access to our clinic)
 - Recreational opportunities after-hours
 - Ensure proper processes are in place to hold workers accountable for behaviors, tardiness, etc.
- Transportation:
 - Further develop the existing vanpool program and ensure proper logistics
 - Ensure sufficient transportation is acquired for transporting workers (domestic and guest) while they are working under the H2a contract
 - Ensure qualified drivers for these transports
 - Ensure vehicles under the program are maintained in compliance with appropriate federal and state laws as they relate to seasonal workers (e.g. MSPA)
 - Ensure coordination of vehicles in order to facilitate the transport of employees to their respective workplaces

Desired Qualifications:

- Bi-lingual (English and Spanish)
- 4-year degree in a related field
- 2-3 years of experience in human resources or related field
- Excellent organizational and communications skills

- Skilled in MS Word and Excel

Please send your resume and cover letter to Lucy Cartagena at Lucyc@firstfruits.com.

Deadline: September 29th.