



## **FirstFruits Farms LLC**

1111 Fishhook Park Rd. \* Prescott, WA 99348

**Announcement:** Seeking an experienced HR professional to join a dynamic, multidisciplinary team to expand FirstFruits Farms LLC 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 – Manager – Visa Programs**

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

FirstFruits Farms LLC is currently developing its capacities to augment its workforce and recruitment options. As part of the specific duties, this position will develop and coordinate opportunities to participate in the Federal H2a visa program and work to ensure compliance with any and all legal requirements associated with this and other related programs.

In developing these programs, this position must ensure that they continue to uphold the greater mission of the company. This position reports directly to FirstFruits Farms LLC HR Director and holds the following specific responsibilities:

#### **Primary Responsibilities:**

Primary responsibilities will focus on leading the day to day operations of our non-immigrant guest worker program, including:

- Prepare job descriptions for each job order. Work with division managers to identify the tasks and locations that guest workers will be utilized. Work with internal / external counsel to identify and address potential risks
- Work with outside Agent to timely prepare and file multiple job orders each year
- Working with the existing team, ensure compliance with the recruitment of domestic and foreign job seekers, including advertising, interviewing, and hiring all able, willing, and qualified domestic job seekers. Foreign recruitment includes advertising, conducting interviews, and assisting with the visa interview/approval process

- Assisting department managers with ensuring labor hours are accurately tracked by location and task. Ensure domestic employees who perform corresponding employment are properly tracked for payroll
- Ensure vehicles for worker transportation are properly licensed and insured; annual safety inspections are completed, and certificates are on file; and drivers are properly licensed and certified;
- Work with FirstFruits Farms' housing partner to ensure all housing locations are properly inspected and licensed annually; conduct weekly housing inspections to ensure compliance with all state/federal housing requirements and to identify any health or maintenance issues
- Assist, as needed, with HR paperwork, discipline, training, and praise; assist with workers' early departures, including DOL/USCIS requirements and return transportation
- Gather, prepare, & calculate various weekly/monthly reports, including budgets, labor tracking, safety, housing, transportation, etc.
- 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.

#### **Desired Qualifications:**

- Bachelor's Degree in a relevant field of study with 5+ years of relevant experience – OR – any combination of relevant education and experience; **Prior experience with non-immigrant temporary visa programs (such as H-2A/B) is highly preferred**
- Must be bilingual, both written and verbal, in English and Spanish
- Excellent technical, organizational, and communication skills – This is a complex program with zero room for errors
- Must have (or be able to obtain within 60 days of hiring) a valid US Passport and be able and willing to travel internationally several times per year
- Strong computer skills, **especially with Excel**
- Ability to set goals & priorities to effectively and successfully manage multiple projects from concept to completion
- Excellent problem-solving skills and the ability to analyze and interpret data with little to no assistance
- Must have a great personality and attitude and willingness to step outside of job title
- Must have the ability to adapt.

Please send resume to Lucy Cartagena at [Lucyc@firstfruits.com](mailto:Lucyc@firstfruits.com)