



27373 West IL Rt. 176, Wauconda, IL 60084 P (847) 487-6855 F (847) 487-6805

Bilingual Post-Harvest & Operations Coordinator

World Wide Farms

Woodstock, IL • On-site

\$19 - \$22/ hr

Full-time

Medical, Dental, Vision, Life, Retirement, PTO

Job description

We are seeking a dynamic, hands-on, and detail-oriented **Farm Operations Coordinator** to support our certified organic cultivation, post-harvest logistics, and administrative workflows. Operating under the direct guidance of the Head Grower and the Human Resources Director, this vital role bridges active field execution with initial computer data entry. The ideal candidate must be a hands-on professional comfortable working in active farm environments (including cold storage/cooler setups) while possessing the digital literacy to handle basic inventory logs and initial hiring forms. Bilingual proficiency in both English and Spanish is strictly required for this position to coordinate with field crews, and the candidate must obtain or possess a valid Illinois Pesticide Applicator License.

Duties & Responsibilities

- **Language & Communication:** Act as a bilingual liaison between management and field workers, translating operational orders and ensuring safety protocols are clearly understood by the crew.
- **Post-Harvest Logistics:** Receive freshly harvested organic crops from the field, coordinate immediate transfer to cooler storage units, and execute sorting and separation protocols based on daily orders.
- **Regulatory Compliance:** Support the Head Grower by maintaining strict records of organic inputs and chemical logs, ensuring full alignment with safety standards and state regulations. Responsibility includes studying for and successfully obtaining the Illinois Pesticide Applicator License within the timeframe established by management.
- **Data Entry Support:** Enter daily field data into the computer system, prepare draft inventory transfer sheets, and log current supply levels for management review.
- **Organic Certification Assistance:** Assist in gathering operational data and filling out preliminary draft sections of USDA Certified Organic documentation under strict management supervision.
- **Initial Onboarding Assistance:** Help new seasonal field employees complete their preliminary digital hiring applications, ensuring initial fields are filled before final HR audit, correction, and approval.



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- **Field Execution:** Actively execute direct daily operational orders from the Head Grower to maintain seamless workflow synchronization across planting and harvesting crews.

Skills & Qualifications

- **Language Requirement:** Strictly Bilingual (Fluent in both English and Spanish) with strong verbal and written communication skills in both languages.
- **Licensing: Ability to obtain an Illinois** Pesticide Applicator/Operator License is required (Company will fully cover the cost of the training, materials, and licensing fees; prior possession of the license is a strong plus).
- **Technical Literacy:** Basic computer proficiency, with the ability to enter data accurately into spreadsheet templates (Excel/Google Sheets) and digital forms.
- **Agricultural Operations:** Prior experience in post-harvest handling, cold storage (cooler) setups, or farm inventory log support is preferred (No livestock or animal care required).
- **Physical Stamina:** Ability to work in active, fast-paced farm environments, including moving between outdoor fields, hoop houses, high tunnels, and refrigerated cooler units.
- **Structure & Accuracy:** Ability to follow strict templates and instructions, ensuring all preliminary paperwork is organized for final management review.

Join our dynamic agricultural team as a Farm Operations Coordinator (Operational Support), where your organization and technical expertise will drive the success of our certified organic workflows! This vital role offers a rewarding opportunity to apply your logistical skills while supporting innovative, sustainable agricultural practices alongside the Head Grower. We value your hands-on dedication to post-harvest quality, precise data entry accuracy, and safety compliance. If you're ready to contribute your bilingual skills in a vibrant environment that celebrates teamwork, operational excellence, and professional growth—apply now!