



Adaptive Seeds is a certified organic farm-based seed company located in rural Linn County, Oregon, about 45 minutes from Eugene and Corvallis. We steward and sell open pollinated, rare, diverse and resilient seed varieties for ecologically-minded farmers, gardeners and seed savers through online sales and wholesale seed racks.

## **General Employment Considerations**

At Adaptive Seeds, we strive to create an open and positive work environment where all employees are engaged with their work. Though we may not all be working together on the same tasks at the same time, we are all working towards a shared goal. To this end, it is important for workers to have the following skills and attitudes in order to build a happy and productive team. These are overarching guiding principles that apply to all positions at Adaptive Seeds.

### **ATTITUDES AND ABILITIES:**

#### ***Responsibility and reliability***

- Ability to learn and to work unsupervised.
- Self-motivated to do quality work in an efficient way.

#### ***Awareness and participation***

- Maintains an awareness of what is currently happening.
- Thinks of what needs to happen next and helps initiate that next task.
- Considers safety and quality at all times.

#### ***Time***

- Is on time for work.
- Keeps track of work speed and strives for efficiency.

#### ***Positive attitude***

- Makes constructive suggestions for improving work, and offers to help implement improvements.
- Respects all staff, appreciating their work and contributions.
- Is optimistic, good natured and adaptable while at work.

#### ***Communication***

- Works well with others through verbal and written communication.
- Questions directions when they are inadequate or unclear.
- Offers alternative ways to achieve a work objective.
- Responsive to suggestions from supervisors and co-workers.
- Communicates proactively and honestly.

***Focus***

- Able to concentrate on the task at hand.
- Listens carefully to instructions without becoming distracted.
- Retains information for future reference (memory and/or note-taking).

**EVALUATION AND COMMUNICATION:**

When you first start work, you will naturally be exploring how you feel about working here and whether the work is right for you. We will be checking in with you informally at periodic intervals to see how it's going and if you have any concerns. At the conclusion of the first month we will schedule an evaluation to talk about the quality of your experience and if there are any issues we need to address. This evaluation will go both ways.

If, at any time, you feel you must terminate your position, we ask that you give two weeks notice (barring extreme circumstances of course). It is very important that we know if you are moving on. Our work does not wait for us to find employees, so we need all the lead time we can get.

**WORK ENVIRONMENT:**

Adaptive Seeds is located 10 miles from Sweet Home proper, despite the Sweet Home address the closest town is Crawfordsville. Our offices are located on the farm, at Sarah and Andrew's home. There are no housing accommodations available on the farm and there is no public transportation in the area.

Adaptive Seeds is an Equal Opportunity Employer.