



a 501(c)3 organization since 2012

Apprenticeship-style learning and jobs in a neurodiverse community.

## **Bouquet Production Assistant**

*Pay Range: \$14 - \$17 per hour, depending on experience*

*Hours: Part-time, flexible, 10-25 hours per week, W-2*

Do you love growing and arranging flowers? Are you new to small-scale farming, working on garden teams, and/or flower farming? Or are you an experienced farmer/gardener that would love to contribute to a growing nonprofit organization, learn about cut flower production and creating market bouquets? Legacy Farms is in need of part-time bouquet production assistants available to work a consistent part-time schedule. We welcome applicants who are new to bouquet production, as well as experienced gardeners and flower farmers who would like to help us grow!

Legacy Farms is a small non-profit with gardens at Temple Hall Farm Regional Park & Fabboli Cellars, just outside of Leesburg. Our neurodiverse team of staff, mentors, and apprentices grow and deliver herbs, flowers, and vegetables to area businesses and food pantries. The nonprofit offers a vocational training program for neurodivergent individuals, focused on job skills training, mentoring, and facilitating increased personal development for neurodivergent individuals ages 16+. Legacy Farms is launching a profit-focused flower business based on its two year track record of delivering a robust floral CSA called Legacy Blooms. The objective of this floral business, over time, will be to generate revenue sufficient to self-fund the nonprofit's vocational training programs and goals for supporting neurodiversity.

We are seeking a Bouquet Production Assistant that can work alongside our Floral Designers to bundle, arrange, wrap and store a large volume of floral bouquets for our weekly subscription programs, corporate customers, wholesale market deliveries, and markets. Legacy Farms' flowers are farmed on apx. .5 acres of growing space split between our gardens at Temple Hall and Fabboli Cellars on Limestone School Road. Floral production begins in garden and is completed in our floral production barn on Spinks Ferry Road.

Legacy Farms is unique in that both its vocational program and revenue-generating flower business focus on a relational work model, including mindfulness and positive personal interaction. Staff positions are offered in an organized, prepared environment that creates the conditions for leadership and initiative to emerge organically. This position offers an exceptional growth opportunity for an individual interested in working with a high profile nonprofit and learning as they participate in the launch of a new floral business, with many creative opportunities over time.

### **Overview:**

The Bouquet Production Assistant works on a small team alongside other flower farmers and designers, and reports to the Floral Design Manager who oversees the nonprofit's weekly floral production goals. The person in this position will also report to the Executive Director of the nonprofit, who is developing the Legacy Blooms product and program and works alongside the floral team to complete product deliverables each week.

Bouquet production includes set up of materials in a carefully designed sequence to ensure ease of production, monitoring of materials use and needs for reordering to ensure steady supply, set up of flower buckets and sequence according to weekly design, production assistance for the creation of bouquets, storage and careful inventory of bouquets for assigned deliveries.

**Apply by emailing your resume and letter of introduction to: [Lyoung@legacyfarmsvirginia.org](mailto:Lyoung@legacyfarmsvirginia.org)**



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In addition, the Bouquet Production Assistant will have the opportunity to prepare basic special orders and learn floral design techniques, as well as creative opportunities to engage in floral product development and market ideas.

He or she will work on a team to design each week's feature bouquet, develop a cut list order for flower farmers to prepare for the upcoming week's subscription bouquet design and recurring orders, and keep track of miscellaneous orders and markets so that a steady supply of blooms is ensured. He or she may also be asked to deliver surplus blooms to donation sites.

This position is being offered during Legacy Farms' foundational year for launching our Legacy Blooms revenue-generating pilot alongside our established vocational program, and as such offers the opportunity to be a founding member of an emerging nonprofit initiative with an opportunity to contribute to the definition and development of long-term growth goals.

#### **Duties and Responsibilities:**

- Work with flower farmers of various ages, abilities, and backgrounds to meet bouquet production goals.
- Set up work tables, flower buckets, materials in preparation for bouquet production; maintain as production process is underway; clean up and inventory materials needs at end of each production day
- Ensure that proper conditioning, bundling, and storage procedures are followed for each bouquet.
- Assess remaining blooms after production demands are fulfilled to determine potential use (e.g. donation, markets, special sales)
- Maintain inventory of stems, inventory of finished bouquets, inventory of products prepped for delivery.
- Assist in upcoming week's bouquet design and development of cut list, cross-checking the number of stem cuts requested vs. the bouquet product delivery requirements each week
- Periodically work with volunteers and apprentices, and ensure that they understand Legacy Farms' mission and the role the flower program plays within it

#### **Qualifications:**

- Experience in gardening or working with flowers, and an enthusiasm for learning
- Basic working knowledge or ability to learn, comprehend, and implement floral concepts and production requirements
- Good attention to detail and careful handling, so that proper conditioning, packaging, and storage procedures are followed for each flower type and bouquet
- Ability to balance attention to detail with daily production demands, so that all customers deliveries are prepared to a high standard
- Organized, so that materials are managed and bouquets are properly counted and set up with appropriate paperwork for delivery.
- Willingness to research, troubleshoot, learn new processes, implement floral projects
- Availability to attend periodic farmers markets on weekends
- Ability to pass a background check

#### **Other Beneficial Experience:**

- Understanding of or interest in learning about issues surrounding neurodiversity empowerment.
- Enthusiasm for entrepreneurship and small business development, and/or a background in mindfulness practice (not required, but useful in understanding our philosophy of approach)

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**Work Environment and Physical Demands:**

- Periodic outdoor and indoor activities subject to temperatures above 90 degrees F. Periodic adverse conditions and extreme weather such as heat, humidity, cold, dirt/dust, pollen, precipitation, wind, and sun.
- Ability to lift 10-20 lbs frequently, 30-40 pounds occasionally
- Ability to move bulk product from cooler to production areas and/or van

**Work Schedule:**

This is a 10-25 hour per week W-2 position with the possibility of growth into a variety of areas in the organization. The schedule is currently focused on the bloom period of the growing season from April to October. Tuesdays and Thursdays as a basis, with an option of 1-3 other days available with flexibility to determine those days and hours based on organization's need and applicant's schedule.

During the months of November-May, field work is also available for an applicant interested in learning flower farming, and can be balanced among required outdoor activity, indoor production, and planning. Work schedule will be adjusted as needed to accommodate the seasonal demands of production.

This position offers exceptional opportunity for growth for the right candidate interested in agriculture and flower farming, and taking an early role rapidly growing nonprofit organization in Loudoun County.

**Location:** On-site at Legacy Farms' various garden and production locations, possible attendance at some weekend markets related to the nonprofit mission.

Temple Hall Regional Park, 15855 Limestone School Rd, Leesburg, VA 20176  
Fabbioli Cellars, 15669 Limestone School Rd, Leesburg, VA 20176

YouTube Channel: <https://www.youtube.com/@legacyfarms8195>  
[LegacyFarmsVirginia.org](https://www.legacyfarmsvirginia.org)

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