



## Job Announcement

### Food Project Farm Manager

Growing Gardens is a Boulder based non-profit organization established in 1998 with the mission to enrich the lives of the community through sustainable urban agriculture. Growing Gardens helps people experience a direct, deep connection with food, the land and each other through our programs for diverse populations: the Children's Peace Garden (Ages 3-11), Community Classes, Community Gardens, Growing Gardens Food Project, and Cultiva Youth Project (Ages 12-18). Our activities are centered in the heart of Boulder on 11 acres of land that has been in agricultural use for the past 100 years. We expanded our programming in 2016 to include a 1 acre farm in neighboring Longmont, Colorado, which provides fresh produce and agriculture-based education to the Longmont community. To learn more about Growing Gardens, visit [www.growinggardens.org](http://www.growinggardens.org).

**Job Title:** Food Project Farm Manager

**Job Status:** Full Time Employee

**Reports To:** Site Director

**Start Date:** November 1<sup>st</sup>, 2017

**Pay:** This is a full time, salaried, year-round, position. Salary range is \$30,000- \$36,000, depending on experience and qualifications.

**Benefits:** Health Insurance, Dental Insurance, IRA Retirement benefit after 1 year of employment. Paid Time Off (Vacation, Sick Leave and Holidays)

**Application Deadline:** September 1<sup>st</sup>, 2017. Applications will be reviewed on an ongoing basis.

**TO APPLY:**

No phone calls please. Email your resume, cover letter, and two letters of recommendation with "Food Project Farm Manager" in the email subject line to: [info@GrowingGardens.org](mailto:info@GrowingGardens.org)

**Job Purpose:**

The Longmont Site Farm Manager will oversee the cultivation of an organic, one-acre urban farm focused on producing food for the Longmont community. In addition, this position will lead groups of children, teens, adults and seniors for garden focused programming. This position is also responsible for overseeing the Growing Gardens Food Project, which

provides free produce, plant starts and seeds to community members in need to increase access to fresh, organic produce.

### **Required Qualifications**

- 3 years of experience in organic vegetable production
- Experience creating planting schedule, ordering seeds, starting plants in greenhouse and field
- Experience creating and using field maps
- Using and maintaining drip irrigation, tractors and other farm implements
- Exceptional relationship building skills
- Ability and desire to be a guide for children visiting the Longmont farm for tours and field trips.
- Excellent communication skills (public speaking, recruiting, interacting with adults from other non-profits, email and phone communication)
- Teaching skills including developing and implementing age appropriate lessons and workshops on agriculture
- Mentoring skills including the ability to provide group and individual feedback to teens, interns, and coworkers, ability to organize, prioritize, and delegate tasks
- Experience managing large groups
- Experience collaborating with non-profit agencies to meet a common goal
- Ability to multi-task and delegate
- Successful project management skills
- Ability to work long hours (starting in the early morning) in dry heat, rain and cold
- Ability to work independently as well as collaboratively with a small staff
- Bilingual Spanish/English is highly desired

### **Major Functions and Accountability**

- Reports to Site Director
- Coordinates with other Growing Gardens site and director staff to fulfill program needs
- Work with Volunteer Coordinator to schedule and manage volunteers for special projects
- Oversees intern work at farm
- Oversees vegetable production and donations from farm to Longmont community through the Growing Gardens Food Project
- Be a liaison for Growing Gardens to visitors of all ages to the Longmont Farm site
- Education and training of interns, children, teens and adults.
- Outreach and marketing work with participating agencies and organizations
- Record keeping and administrative work around education, farm production and Growing Gardens Food Project
- Attend weekly staff meetings

## **SPECIFIC PROGRAM FUNCTIONS**

- **Growing Gardens Food Project**
  - Overseeing the Growing Gardens Food Project will be roughly 20% of the position. This program spans both our Boulder farm and the new Longmont farm
  - Outreach to current community partners and determining new partners to continue building a strong donation program that benefits all parties
  - Keeping careful records of donated produce, seedlings, and seed packets across all Growing Gardens' programs
  - Coordinate with agencies and individuals participating in Growing Gardens Food Project to complete registrations and post program evaluations
  - Following up with stakeholders and maintaining open communication throughout the season to ensure project success
  - Managing harvest, preparation, and distribution of all donations
  - Coordinating with Boulder based intern to record and track pounds of weekly donations from the Boulder site
  - Communicate with agencies receiving Boulder food donations and make sure the donation process is happening smoothly in conjunction with intern help
  
- **Longmont Farm Management**
  - Maintain irrigation system and Longmont site greenhouse
  - Oversee all transplanting and seeding at Longmont farm
  - Coordinate with Site Director for seedling production in early spring
  - Weeding, pest management, and site upkeep
  - Harvest, process, and distribute produce
  - Managing intern and volunteers to assist in farm tasks
  - Proper use and maintenance of farm equipment including, tiller, mower, and manual farming implements
  - Community and farm liaison
  - Joyful sharing of knowledge and crops with children's programming
  - End of season chores including winterizing beds, irrigation, and tools
  - Grow plants for, and staff, annual Plant Sale in Longmont
  
- **Longmont Farm Education**
  - Host field trips of local elementary age children introducing them to the farm ecosystem, honeybees, vermicomposting and food production
  - Visit nearby elementary school classrooms in the winter for continued programming
  - Oversee teen volunteer groups and provide mentorship regarding agricultural systems
  - Host groups of seniors in the garden for "coffee talks"
  - Mentor seasonal interns and guide them in farm production, education and donation programs

**Events**

- Growing Gardens hosts a number of events throughout year. This person will work with all other staff to make these events successful.
- Attend Longmont Community events as a Growing Gardens ambassador

**Special Requirements:**

- Hours change seasonally and additional time may be required, including occasional weekend and evening work and long hours as necessary
- Ability to operate computers, mobile devices, office and farm equipment
- Ability to interact with volunteers, interns, youth, people with disabilities and the general public on a daily basis
- Ability to work on uneven terrain in the field
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment
- Must be able to lift 50lbs
- Must have a reliable vehicle for transportation between sites and partner organizations. Must have a cell phone. (\$20 per month cell phone reimbursement will be issued)
- Must submit to a fingerprint background check
- Must have current CPR and First Aid Certification prior to start date

This position offers many great rewards and is a great opportunity to put your heart into your work.