Community Crops

Production Training Coordinator Job Description

Revised: 02/19/18

The Production Training coordinator supports beginning farmers in the Crops Growing Farmers Training Program through one-on-one mentoring, custom tractor work, and maintaining the Crops-run demonstrations plots. The position is funded 15% by CSA revenue, 75% by grants and 10% by general operating funds. The position is roughly 75% field work, 15% meetings/office/communication, and 10% other duties.  Reports to the Farm Program Manager.

Duties include:

Program Duties (**10 Priority Points**):

1. Plan and implement on-farm production in the hoop house and fields at Prairie Pines for all sales outlets.
2. Coordinate sales of demonstration plot produce as needed.
3. Assisting with coordination of CSA and Veggie Van programs including, writing weekly newsletters, purchasing from local growers, packing and distribution to customers.
4. Maintain thorough records of all production activities.
5. Maintain and operate tools and equipment, and ensure safe operation by others of the same.
6. Maintain inventory of farm and market tools and supplies, and communicate with the Farm Program Manager when supply needs arise.
7. Purchase tools and supplies when needed, and within budget restrictions.
8. Provide some custom tractor work for farm participants, including mowing, discing tilling, cultivating, plowing and safe operation of all equipment.
9. Oversee cover crop implementation on farm, including summer management of fallow plots.

Outreach/Education (**5 Priority Points**):

1. Provide formal and informal training to beginning farmers at the farm site(s) as needed.
2. Work with Farm Program Manager to recruit future farm entrepreneurs, focusing on recruiting low-income, immigrant, and refugee participants for the program.
3. Supervise interns and/or volunteers in the general farm labor.

General Duties (**5 Priority Points**):

1. Assist with Community Crops fundraising and outreach efforts.
2. Communicate activities to the Crops Board of Directors.
3. Maintain professional knowledge and skills by attending relevant workshops, trainings, and conferences. Review professional materials and literature to better serve the participants.
4. Development and implementation of strategic planning goals for program and organization.
5. Other duties as assigned.