

Community Crops Farm Program Manager Job Description

The Community Crops Farm Manager is a grant-funded position, with hours based on available funding (currently full-time, 30 hours/week). The Community Crops Farm Manager manages the farm education workshops, the training farm, and the production greenhouse. The position is roughly 25% field work, 30% meetings/office/communication, and 45% education/presentation/training. This is a supervisor-level position that reports to the Executive Director. \$13.50/hour (dental, vision, and health stipend).

Duties include, but are not limited to:

1. Initiate, coordinate and manage activities to accomplish goals of the farm education workshops as developed by the Executive Director and Board.
2. Coordinate day-to-day activities of the farm program. Organize farm projects, engagement activities, and ensure completion of maintenance chores at Prairie Pines and the greenhouse. Site management and education around the food forest.
3. Supervise product sales through grocers, restaurants, farmers' markets, etc. Work with partner organizations to maximize marketing opportunities for participants and Community Crops.
4. Organize training, develop action plans, and support participants in achieving their individual and collective goals aimed at continuous improvement during program involvement (including building the capacity of beginning farmers to farm successfully).
5. Design and conduct outreach to recruit future farm entrepreneurs, focusing on recruiting low-income, immigrant, and refugee participants for the program.
6. Supervise Farm Operations Coordinator, Yazidi Translator/Interpreter, interns and volunteers.
7. Create and organize an Integrated Pest Management plan. Communicate effectively and help implement practices with Farm Program stakeholders.
8. Manage program budgets within budget restrictions
9. Collaborate on programs with interested individuals, groups and organizations.
10. Outreach and networking with related agencies to accomplish Crops' strategic objectives and identify new potential collaborations.
11. Maintain information for grant objectives and perform record keeping duties for the completion grant and development reports.
12. Assist with grant writing and other fundraising for the program and organization, including a major role in annual plant sale fundraisers.
13. Development and implementation of strategic planning goals for program and organization.
14. Communicate activities to the Crops Board of Directors.
15. Maintain professional knowledge and skills by attending relevant workshops, training, and conferences. Review professional materials and literature to better serve participants.
16. Other duties as required.