

COMMUNITY TEAMWORK, INC. - New Entry Sustainable Farming Project  
**National Beginning Farmer TA Coordinator**

**POSITION DESCRIPTION**

**TITLE:** National Beginning Farmer TA Coordinator  
Workforce Development Division  
**DIRECT REPORT:** New Entry Director  
**STATUS:** Exempt, Full-Time  
**LOCATION:** Lowell, MA  
**SALARY RANGE:** \$19.70-\$22.50/hr

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**RESPONSIBILITIES**

- Conduct national planning, outreach, and technical assistance to emerging or developing beginning farmer training and incubator farm programs. In particular:
  - Recruit clients and engage national partners TA and community of practice (CoP) efforts.
  - Develop TA protocols in areas of Agricultural Business Planning Training, Strategic Planning, Fundraising for Incubator Programs, and Working with Limited Resource Farmers.
  - Establish a national TA request and referral system.
  - Develop a national webinar series on incubator farm program topics.
  - Develop a web-based national clearinghouse for farm incubator resources and support.
  - Develop case studies, success stories, and best practices reflecting effective organizational development by farm incubators.
  - Organize a multi-day Incubator Farm School and CoP national meetings.
  - Facilitate ongoing CoP strategies for beginning farmer program staff.
  - Document and evaluate program outputs and outcomes.
- Participate as part of a team to support the mission of New Entry and CTI's Workforce Development Division.
- Attend regular supervisory meetings and complete project reporting requirements.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITY**

- ◆ This position has supervisory responsibility.

**EDUCATION AND EXPERIENCE**

- BA in agriculture-related field required, 5 years of experience overseeing beginning farmer technical assistance programs at the national level may substitute for degree. Master's Degree preferred.
- Prior experience in national outreach, beginning farmer training, and educational resource development is essential.
- Experience working with social media, web-based learning, and web resource development required.
- Minimum of 2 years supervisory experience required. Organizational development and cross-cultural experience helpful

## **QUALIFICATIONS**

- Candidate must possess skills and knowledge in multiple aspects of agriculture and farm business management gained through significant experience in training of beginning farmers.
- Demonstrated commitment to working with diverse ethnic and economic groups.
- Strong organizational skills and attention to detail.
- Demonstrated leadership skills.
- Self- directed and able to work well in a rapidly changing environment.
- Effective oral, written, and interpersonal communication skills
- Proficiency with standard computer software (MS Office, social media)
- Ability to travel nationally and access to reliable transportation required
- Flexible schedule needed, including evenings and weekends.
- Bi-lingual (English/Khmer, Spanish, or Portuguese), a plus
- A CORI background check is performed for all employees.

Please email cover letter and resume to both email addresses below:

[hr@comteam.org](mailto:hr@comteam.org) and [nesfp@tufts.edu](mailto:nesfp@tufts.edu)

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**