

COMMUNITY TEAMWORK, INC.
**New Entry Sustainable
 Farming Project**
 POSITION DESCRIPTION

TECHNICAL ASSISTANCE and INCUBATOR FARM COORDINATOR

DEPARTMENT/DIVISION:	Workforce Development
REPORTS TO:	New Entry Project Director
STATUS:	Full-time, Exempt
SALARY RANGE:	\$18.25 – \$19.70 / hr

RESPONSIBILITIES

Manage New Entry’s Technical Assistance Programs

Provide year-round technical assistance (TA) and training to small-scale beginning farmers, both on and off the field, on multiple aspects of farm enterprise development. In particular:

- Conduct Farm Business Planning Courses and other skills workshops in sustainable agriculture. Provide feedback and evaluation for all students.
- Provide comprehensive individual TA to beginning and advanced farmers as they work to attain farm business planning goals. Track farmer competency and skills development.
- Promote TA opportunities and expectations effectively to farmers, using interpreters as necessary.
- Review and solicit farming resources to assist farmers looking to scale up, capitalize, or expand farm enterprises.
- Develop new training materials for farmers and service providers for TA activities.
- Organize and coordinate farmer meetings and participation at meetings, trainings, conferences and field trips.
- Establish data collection and tracking systems. Complete project reports on all activities.
- Supervise interns and work-study students.

Manage New Entry’s Incubator Farm Sites

Manage New Entry incubator farms and equipment and facilitate crop production (emphasizing organic techniques) to achieve lease compliance. In particular:

- Work with farmers and provide farm services, including land preparation/tillage, custom tractor work, and the use/management of greenhouse, irrigation, cooling / storage, and other farm supplies and equipment.
- Maintain equipment and facilities, including tractors, grounds, other tillage equipment, greenhouses, and irrigation systems.
- Assist farmers to understand roles and expectations for farm sites.
- Support positive relationships with Land Trust, landowners of incubator farms and farm neighbors.

- Determine equipment and supply needs; make purchases; arrange for maintenance and repairs. Supervise hired contractors.
- Coordinate and supervise volunteer work days on the farms.

SUPERVISORY RESPONSIBILITY

- ◆ This position has supervisory and management responsibility.

EDUCATION AND EXPERIENCE

- Bachelor's degree in relevant field. Agricultural training and experience in multiple aspects of farming and farm enterprise is essential. Prior farm management / farm business ownership experience a plus.
- At least 3 years experience in delivering technical assistance to farmers in the areas of crop production, marketing, and business planning.
- Experience in adult education and teaching to diverse learning styles.
- Community organizing and cross-cultural experience helpful; prepared to build relationships with beginning, immigrant and refugee farmer participants.
- Minimum of 2-3 years supervisory experience required.

QUALIFICATIONS

- Highly organized and attention to detail.
- Strong leadership skills.
- Self-motivated and directed; works well within a rapidly-changing environment.
- Effective communications, interpersonal skills, and strong writing ability.
- Ability to safely operate and maintain farm equipment and machinery, including up to a 65 hp tractor with multiple implements.
- Ability to manage large groups of volunteers.
- Working knowledge of computer software (MS Office, social media, distance learning tools).
- Ability to lift up to 50 lbs.
- Access to reliable private transportation necessary.
- Flexible schedule needed, including evenings and weekends.
- A CORI background check is performed for all employees.

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.

<p>*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.</p>
