



**Assistant Farm Manager
Job Description
August 2023**

Mission:

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and well-being of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. See website at www.citybloom.org.

Position Description: Greater Newark Conservancy is seeking a full-time Assistant Farm Manager to coordinate farm staff and volunteers at an urban farm in Newark. The Hawthorne Avenue Farm is a 2.5-acre community focused farm located in the south ward of Newark immediately adjacent to the Clinton Hill Community & Early Childhood Center. The Farm consists of teaching gardens, a fruit orchard, a school garden, a community gardening area and 2-acre production. The Assistant Farm Manager is responsible for coordinating farm tasks and activity schedules, timely administration for cropping plans, planting schedules, and harvesting. Additionally, the Assistant Farm manager will be responsible for data collection and reporting.

Position Summary: As a direct report to the Director of Urban Agriculture and Food Initiatives, the *Assistant Farm Manager* is responsible for coordinating, organizing, and tracking the activities of the farm to meet the objectives of Greater Newark Conservancy. The Assistant Farm Manager position requires a strong practical knowledge of data collection and data management, strong communication skills, a broad understanding of community food security, and a passionate commitment to food justice and social change with basic knowledge of agricultural skills. The Assistant Farm Manager will gain experience providing technical agricultural management expertise and hands-on learning opportunities, as appropriate within the needs of the farm. The Manager has primary responsibility for developing and managing the farm enterprises associated with Greater Newark Conservancy in a manner that meets the business and educational goals of the Conservancy.

Duties and Responsibilities: Oversee all aspects of day-to-day farm operations at Hawthorne Avenue Farm which includes:

- Execution of planting and crop management plans
- Pest control and weed management
- Field cultivation, compost, and seed production
- Harvesting
- Farm data collection and reporting
- Supervision of farm team and volunteers
- Supervision a team of summer interns and develop program activities for the six-week program

Tasks will include:

- data collection
- ordering
- scheduling
- seeding
- fertilizing

- watering
- pest and weed management.
- distribution of harvest

The Assistant Farm Manager is also responsible for supervising construction of hoopouses and hoopouse operations including overwintering; and supervising part-time staff, interns and/or volunteers. Occasional work with the Education staff to plan and implement educational activities and tours for youth and adults is also required. Finally, working with all Conservancy staff to coordinate harvest and sales at farmers' markets and/or restaurants is required.

Qualifications:

- The ideal candidate will have 2-3 years of farming /gardening experience, preferably at an organic or chemical free farm.
- Strong supervisory skills, record keeping, data collection, and task management skills required.
- Experience working with diverse communities.
- Experience teaching youth and/or adults in a farm or garden setting.
- Interest and familiarity with issues relating to local food, food access, and sustainable agriculture, organic gardening, and a genuine appreciation of the urban environment.
- Strong organizational and written/verbal communication skills.
- Ability to work independently and/or as part of a team.
- Proficiency in all MS office applications required.
- Bachelor's degree in Data Science, Natural Resources, Agriculture, Plant Science, Horticulture or a related field or equivalent experience.

How to Apply: Please send email with your resume, cover letter, salary history and 3 references to mrobinson@citybloom.org. Use the job title as the subject line. Only potential interviewees will be contacted. This position is available immediately.

Salary: \$35,000-\$40,000 commensurate with experience, plus benefits