



**Position Available:** Farm Manager

**Locations:** Farm - Kirkville, NY; Office – Minoa, NY

**Position Start Date:** Early December 2022

**Reports To:** Executive Director

**Employment Status:** This is a year-round, full-time position.

**Pay:** Salaried, \$38,000-\$40,000 with generous paid time off.

Salt City Harvest Farm is committed to growing food, community, and culture alongside the New American Community through the cross-cultural exchange of food traditions with access to land, education, and economic opportunities. Our core purpose is to transform the Central New York Community by creating opportunities with New Americans to grow food precious to their traditions and bring together cultures from around the world to the benefit of all of CNY.

**Summary of Job Description:** The Farm Manager will oversee SCHF's new apprenticeship program that will begin in the March of 2023. The apprenticeship program develops a collaborative approach to increasing the number of New American farm operations and growing their capacity to collectively market produce. The program gives farmers an experiential education through year-round apprenticeship and mentorship. The program will expand education and skills in running economically and ecologically resilient farm businesses.

The farm manager will be responsible for overall farm management and stewardship while also working closely with project staff, partners, and collaborators to organize and provide technical assistance to the apprentices and other growers at Salt City Harvest Farm. In addition to overall management of the farm's resources, the Farm Manager will be responsible for general operations of the apprenticeship program.

The Farm Manager position requires a strong practical knowledge of agricultural skills and farm management; ability to teach adults in agricultural skills and concepts; and a commitment to food justice, equity, and social change. With support from the SCHF staff and partners, the Farm Manager will coordinate, supervise, and mentor the apprentices. They will plan and coordinate all agricultural production activities from seed to harvest and be responsible for harvest and post-harvest handling of produce for distribution through various markets. This position will work closely with other staff to facilitate hands-on learning activities with apprentices, those who have plots at SCHF, and public programs.

#### **Key Duties and Responsibilities:**

- Farm Management
  - In cooperation with the Executive Director, create and monitor an annual farm plan including an annual budget, crop plan, and marketing plan.
  - Oversee the daily operations of running the apprenticeship fields (approx. 1-acre) and orchard including (but not limited to) field prep, seeding,

transplanting, irrigation, soil/weed/pest/disease management, harvest, and post-harvest handling.

- Develop and delegate daily farm tasks.
- Source and order seeds, supplies, and equipment.
- Oversee management of a weekly harvest schedule.
- Oversee, manage, and develop markets including a CSA program, farmers markets, restaurants, food pantries, and other direct/wholesale markets.
- Oversee and delegate responsibilities to apprentices
- Identify and assist to implement farm improvements, equipment maintenance, and infrastructure needs
- Maintain thorough records of farm activities.
- Maintain landscape of the farm including mowing, weeding, and pruning.
- Training and Education
  - In collaboration with the SCHF staff and partners, develop and deliver apprenticeship activities including orientation, bi-weekly workshops, weekly field walks, and daily meetings.
  - Establish priorities and work plans for the apprentices helping to maintain the daily flow of farm work.
  - Serve as the direct supervisor for apprentices, providing feedback, evaluation, and support.
  - Train apprentices in all aspects of growing and harvesting vegetables, fruits, and herbs both in the field and in a classroom setting.
- Additional Responsibilities
  - Provide quarterly reports to the Executive Director
  - Strategic Planning: Work with the Executive Director, Board of Directors, and strategic planning team to develop ongoing plans for farm and organizational development.
  - Attend necessary staff and partner meetings
  - Facilitate farm activities with public volunteers and groups
  - Support the Executive Director and Board of Directors by participating in fundraising activities as appropriate.
  - Represent Salt City Harvest Farm by attending and presenting at outside conferences, workshops, and events.

**Desired Skills and Qualifications:**

- At least 3 years of experience with mixed vegetable farming, preferably with increasing levels of farm and/or marketing responsibilities.
- Previous experience with managing sales through a variety of markets, including farmer's markets, wholesale accounts, and CSA programs.
- Demonstrated ability to comfortably provide hands on group and individual instruction to workers and apprentices of diverse ages and backgrounds.
- Lived experience and/or passion to work alongside the refugee and immigrant communities.
- Knowledge of agricultural skills, farm tools, and infrastructure.
- Ability to juggle and prioritize multiple tasks
- Ability to work effectively and efficiently without supervision and as part of a team.

- Enjoy working with people and resonate with the mission of Salt City Harvest Farm.
- Knowledge and experience with soil fertility management, weed management, pest and disease control, greenhouse management, irrigation systems, harvest, and post-harvest handling.
- Ability to handle the mental and physical demands of a farming season.
- Basic carpentry and general maintenance skills.
- Proficient in communicating via email and text messages.

**Additional Expectations:** This position requires flexible hours and some occasional weekend work. Must possess a valid driver's license and have regular access to transportation to the farm and an ability to lift 50 pounds.

**To Apply:** Please email a cover letter, resume, and 3 references to [info@saltcityharvest.farm](mailto:info@saltcityharvest.farm) with "Farm Manager Application" in the subject line. Ideal start of this position is late November/ early December. The deadline for application is October 26, 2022.

**Equal Opportunity Statement:**

Salt City Harvest Farm is an equal opportunity employer committed to increasing cultural diversity within the organization and Central New York's food community. Salt City Harvest Farm does not and shall not discriminate based on race, religion, gender, age, ancestry, disability, or sexual orientation. Employees are hired based upon personal capabilities, experience, and skill set. We encourage people from all walks of life to apply.