

POSITION DESCRIPTION – CIVIC WORKS Real Food Farm Farm Manager

Position title:	Farm Manager
Supervisory responsibilities:	Yes
Budget responsibilities:	Yes
Reports to:	Program Manager (Charlotte Proctor)
FLSA Classification:	Exempt
Date:	Spring 2018

Civic Works' Real Food Farm is an 8 acre multi-site nonprofit urban farm in Northeast Baltimore. We are working toward a just and sustainable food system by improving neighborhood access to healthy food, providing experience-based education, and developing an economically viable, environmentally responsible local agriculture sector. Real Food Farm's production, marketing, and education teams work together to grow, distribute, and promote healthy food in Baltimore.

POSITION SUMMARY

Farm Managers are responsible for planning and coordinating all agricultural activities at Real Food Farm. While primarily focused on managing production and AmeriCorps member training, Farm Managers are also responsible for working with other staff to meet marketing, outreach, and education goals. This salaried position requires 40 hours per week and is eligible for benefits including short and long-term disability, life insurance, supported health care, vision, dental and a 401k package.

JOB RESPONSIBILITIES:

- Manage and supervise AmeriCorps members, interns, and volunteers (individuals and groups).
- Assist in the hiring, onboarding, and orientation for new AmeriCorps members.
- Manage and implement all production activities as a team, including orchard and diversified vegetables, apiaries, mushrooms, daily work activities, and special projects.
- Manage infrastructure, including compost, post-harvest, greenhouse and hoop house, signage, communal spaces, roadways, vehicles, storage, and irrigation.
- Oversee and support community garden and workshare programs.
- Coordinate with farm staff to develop crops plans and connect product to markets including CSA, restaurant, Mobile Farmers Market, and Farm Alliance stand.
- Manage coordination of CSA sales and delivery in partnership with Little Gunpowder Farm team.
- Assist Education Coordinator with management and implementation of training programs.
- Draft and manage Production budget with support from Program Manager.
- Track data (pounds harvested, volunteer hours, etc.) and oversee production goal-setting.
- Participate in Civic Works' wide activities, including meetings, trainings, Day of Service, etc.
- Participate in local and regional agriculture networks as necessary.

EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES

- 3 years farming experience
- Demonstrated supervisory and creative problem solving experience
- General computer proficiency as well as Google Suite and Excel
- Driver's license required (a driving record will be requested as well)
- Drug test and a criminal background check required
- Experience in carpentry, equipment, data tracking, and community engagement a plus
- Volunteer experience and/or AmeriCorps service a plus

To apply: Send a resume, cover letter, and three references to jobs@civicworks.com with 'Farm Manager' as the subject. This position will remain open until filled.