



Combining Resources, Opportunities and People for Sustainability

1551 S. 2nd, Lincoln NE 68502 * (402) 474-9802
www.communitycrops.org

Community CROPS Farm Production Coordinator (aka Farmer) Job Description

The mission of Community CROPS is to help families grow food for themselves and their community. The CROPS farm is a 14-acre training farm where immigrant, low-income and beginning farmers can begin farming. They gain training and experience in production and marketing while at the farm, then transition to their own farm after completing the program. To demonstrate a successful produce operation, Community CROPS operates a produce farm with CSA. Beginning farmers provide approximately 50% of the produce for the CSA, while the CROPS farm provides the other half. Produce is also sold at local farmers' markets, restaurants and grocery stores.

The Farm Production Coordinator will manage sustainable (non-certified organic) vegetable production at the CROPS training farm for a 115-member CSA, 2 local farmers' markets and local restaurant and grocery store sales. Production duties will include planning, seed purchasing, seed starting, tractor and hand cultivating, harvesting, packing, sales and record keeping. Additional duties will include supervising and teaching volunteers, interns and farmers in the training program while in the field. The Farm Production Coordinator will work closely with the Farm Program Manager, who oversees the whole farm and training of farm program participants, as well as communication with CSA members and the community and coordination of weekly CSA purchases from farmers.

The position is funded through CSA shares and other produce sales. Grant funding is being sought as partial funding of this position.

Responsibilities:

- Work alone and with volunteers and interns to manage production on $\frac{3}{4}$ acre of annual vegetables, strawberries, raspberries and asparagus.
- Direct self and other workers in day-to-day production needs.
- Plan, harvest, pack and deliver 115 CSA shares over a 20 week season.
- Help coordinate on-farm events
- Maintain farm records and budgets, and make these accessible for beginning farmers.
- Maintain inventory of tools and seeds and make purchases as needed.
- Work with the Equipment Coordinator to maintain farm equipment and tools.
- Operate farm machinery including tillers, tractors and mowers.
- Maintain and develop relationships with local restaurants and grocers to open additional markets for farm produce.
- Work with Farm Program Manager on beginning farmer training material.
- Provide on-the-job training and guidance to participant farmers, volunteers and interns
- Perform other reasonable job related duties as assigned

Position Requirements:

- Minimum 2 years' experience in vegetable production
- Familiarity with all aspects of production, including propagation, irrigation, cultivation, harvest, packing and marketing
- Ability to lift 50 pounds and work outside in all weather conditions
- Excellent oral and written communication skills
- Proficiency with word processing and spreadsheets for recordkeeping and reporting
- Experience managing volunteers and/or interns
- Experience working with diverse cultures
- Accuracy and attention to detail
- Ability to work with minimal supervision and manage schedule independently
- Own transportation, valid driver's license and good driving record
- Cell phone service
- Able to work weekends and evenings as needed
- Maintain a positive attitude to relate with coworkers, volunteers and program participants

Preferred Qualifications:

BA or BS in related field

Tractor experience

Second language a plus

Grant writing experience helpful

Position Details:

Pay is \$11.00-\$12.00 per hour, depending on experience, plus dental insurance. The employee is responsible for his or her health insurance.

Full-time position with approximately 45 hours per week in summer months (April-October) and 30-35 hours per week in winter months (November-March).

Minimum one year commitment required.

Applications are due January 10

Position start date: February 15

Submit application, cover letter and resume to Ingrid Kirst, 1551 S. 2nd St., Lincoln, NE 68502.