



# URBAN TREE CONNECTION

4159 W. Girard Ave.  
Philadelphia, PA 19104

Urban Tree Connection (UTC)'s mission is to work with residents in historically marginalized urban communities to revitalize their neighborhoods by transforming abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

<b>Job title</b>	Lead Farmer/Food Production Coordinator	<b>Department</b>	Farms
<b>Reports to</b>	Farm Manager	<b>Status</b>	Seasonal-Part Time Position \$13/Hr., April-Mid Nov. (2019)

## Position Summary

The Lead Farmer/Food Production Coordinator is responsible for producing sustainably grown produce, maintaining sustainable growing practices and projects, and the natural beauty of our Neighborhood Foods (NF) farming sites. The Lead Farmer is also responsible for building relationships with community members, running retail markets, supervising a farm intern and workshare volunteers, and assisting with mentoring farming youth apprentices, and managing volunteer groups at NF Farm.

## Duties and responsibilities

### Lead Farmer/Food Production Coordinator

- Manage all aspects of food production in alignment with UTC's mission, values and forward vision. Support and carry out the organizational strategy.
- Implement all aspects of UTC's food safety compliance procedures, food/produce production, retail distribution, waste management, and farm maintenance in alignment with established systems and procedures.
- Commit to active learning by staying current in urban farming innovations. Test practical applications for UTC's urban farms (as appropriate), honoring cultural growing traditions and practices that reflect the community we are a part of, and current weather patterns associated with climate change.
- Execute Neighborhood Foods Farm's local distribution and outreach plan for CSA's, Markets, Donations and Fundraising.
- Perform and lead farm duties/task such as seeding, transplanting, weeding, cultivation, harvesting, washing, packaging, managing food waste and food distribution and other related work as necessary in a timely manner.
- Operate weekly Rittenhouse retail market, and manage retail CSA shares, and wholesales.
- Identify new wholesale relationships with support from the Community Food Distribution Coordinator and Farm Manager.
- Implement fundraising strategies for retail markets and maintain momentum to achieve projected farm related and market goals for the season.
- Maintain, cleanliness, order, signage and natural beauty of farms.
- Adhere to proper procedures for farming projects such as Apothecary, Soil Remediation Plan, Irrigation, Seed Keeping, Resilient Crops, and Crop Rotation etc. in collaboration with farming intern and Farm manager.
- Follow protocol for proper farming documentation and record keeping including: maintaining master inventory lists, maintenance logs, seed and plant ordering, sales logs, crop rotation, crop yields, harvest logs, successes/failure, inventory and maintenance schedules.



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- Lead farm tours with local institutions, partners/stakeholders, and community members with support for the Farm Manager.
- Supervise and train Farm Intern, manage workshare volunteers and volunteer groups with support of the Farm Manager.
- Mentor youth apprentices in the areas of sustainable food production; and develop relationships with residents that are involved, visiting, volunteering at NF farm sites.
- Attend UTC organizational and partner meetings and events; and professional/personal development trainings as required.

### Qualifications

- **Education:** High School diploma and/or G.E.D. equivalency.
- **Experience:** A minimum of 3 years in sustainable vegetable farming. Must have experience with urban farming, working in urban communities and communities of color, and peer to peer teaching. Mechanical, construction, and/or carpentry experience is preferred.
- **Skills:** Excellent communication and interpersonal skills; ability to facilitate meetings and workshops to multi-generational age groups; and proficiency in Microsoft Office and various online platforms.
- **Abilities:** Ability to lift 50 pounds; walk, stand, kneel, drive and bend for long periods of time; to work in varying weather conditions (heat, cold, wind, rain, etc.); to engage in strenuous tasks (i.e. Installation and repair of equipment) as necessary while modeling endurance and positivity.
- **Other characteristics:** Commitment to racial, economic, environmental and social justice; respect for people of all cultures and backgrounds; open to personal growth and new experiences; and demonstrate a passion for working with youth and community members.
- **Other Requirements:** Have a Driver's License and clean driving record; can pass all background checks as required by the organization for working with youth.

### Working conditions

This is a seasonal, part-time position and will require a high level of flexibility in scheduling during the growing season. Early morning, evening, and Saturday work is required. We work in a shared office space as well as in outdoor urban environments in all weather conditions.

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*UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.*

Interested candidates should submit a resume and cover letter to [nykisha@urbantreeconnection.org](mailto:nykisha@urbantreeconnection.org) by March 15th, 2019, with the subject line 'Lead Farmer/Food Production Coordinator.'