



PO Box 7133
Lowell, MA 01852
www.millcitygrows.org

Associate Director of Urban Farms and Markets

Full-Time, year-round

Close Date: December 15, 2017

Organization Description

Mill City Grows is growing a healthier community by creating new opportunities for residents to access healthy, fresh, affordable foods. Our mission is to foster food justice in Lowell, MA by improving physical health, economic independence and environmental sustainability through increased access to land, locally grown food and education. We are a young organization with passionate staff and dedicated volunteers, and we're seeking a motivated and well-organized individual committed to the values of our work to fill the Associate Director of Urban Farms and Markets position.

Position Description

Mill City Grows seeks a talented, efficient, and knowledgeable individual to fill the position of the Associate Director of Urban Farms and Markets. This position reports directly to the Co-Executive Director and provides oversight and guidance to the Mobile Market Manager and Assistant Farm Manager. The Associate Director will work closely with the Mobile Market and Farm teams to manage all vegetable production at our 3 urban farm sites, as well as distribution of more than 30,000 pounds of fresh produce. Our Urban Farms are production oriented systems that are also hubs for education and volunteerism. We use organic and sustainable growing practices, and combine hand-work and mechanized systems. Our Mobile Markets are equity-driven and focus on engaging our low-income and low-access customer base.

Associate Director Responsibilities:

Supervision: Manage a full farm crew including Assistant Urban Farm Manager, up to three full-time seasonal apprentices, Americorps member(s), and seasonal interns. Ensure that weekly plans are communicated to staff and that all farm sites are well maintained. Provide instruction to the farm crew along with volunteers and educational groups when necessary. Educate apprentices and crew to ensure they are confident in completing tasks efficiently and thoroughly. Maintain a safe working environment and taking the time to explain farm rules and safety and incident reporting is a top priority. Provide guidance in decision-making and supervisory oversight to the Mobile Market Manager including weekly supervisory check-ins and troubleshoot market issues to ensure monthly goals are met. Provide feedback and help with goal setting for all team members.

System Management: Oversee field production at all three farm sites: field rotations, planting and seeding schedules, weeding schedule, season extension, and perennial areas. Manage greenhouse for year round in-ground and seedling production (including seedling sale). Ensure the Assistant Urban Farm Manager is able to manage sites and plans independently, and is appropriately managing rotating staff schedule. Work with Market Manager to plan for 2018 business plan, crop plan, Mobile Market schedules, staffing, and to organize the weekly harvests and wash-up for markets and restaurant sales. Work with Education and Community Program leaders to maximize use of farm produce, space, and resources for educational and community programs.

Field Work: Oversee primary tillage, bed preparation – including fertilizing, laying plastic or landscape fabric, and drip tape, transplanting, and direct seeding. Identify pests and disease issues and implement an appropriate management plan. Setting up the farm irrigation, fencing

and trellising systems. Performing and teaching mechanical and hand cultivation systems, and cultivating on a regular and as needed basis. Build High Tunnels for season extension.

Harvesting: Overseeing weekly harvests for markets, restaurants, programs, and donations. Keeping high-quality standards for all produce leaving the farm. Maintaining clear communication across diverse program staff to ensure produce is utilized fully.

Record Keeping and Reporting: Overseeing Farm and Market budgets and expenditures as well as goal setting and progress. Maintain a record of all seeding and field planting, maintain a farm harvest log, and training farm team to do the same. Ensuring that all record keeping for reporting requirements are being submitted by staff on a regular basis. Providing Co-Director with comprehensive quarterly reports of program outputs and outcomes.

Other: Build long-term business and operational plans for all farm sites. Provide business guidance to the Mobile Market Manager. Maintain sites to ensure that they are all clean, safe, and keep up to lease and use standards. Build internal and external collaborations. Continue to build and strengthen our partnerships with community organizations, volunteers, and educational groups that visit the farm.

We expect this individual to be an experienced grower who is proficient in managing a farm crew and farm business. We are seeking a candidate who has a minimum of 4 years of experience working on a vegetable production farm, marketing fresh product, possesses management experience, and is interested in agriculture as a career. The ideal candidate is creative, organized, a problem solver, a hard worker, eager to learn, an excellent leader, and has excellent time management skills. We are looking for someone that wants to take our Urban Farms to the next level and bring in innovative agricultural, educational, and business practices. This job is a year-round position

Qualifications:

- Commitment to and experience in community work, education, and food justice.
- Experience supervising, training and team building with staff and volunteers
- Experience operating and maintaining farm equipment
- Required 4 years experience working on a vegetable production farm
- High levels of organization, time management, work ethic and leadership skills
- Be eager to work hard and get dirty in all kinds of weather (cold, heat, rain, snow, wind)
- An aptitude for physically demanding, fast-paced work (the ability to safely lift and carry 50 pounds repeatedly)
- Eager to learn and able to solve problems independently and as part of a team
- Safe driving record, valid license, proof of car insurance and registration
- Must be able to pass a CORI/SORI check
- Knowledge of Lowell neighborhoods, communities, and languages a plus

Compensation: Salary commensurate with experience.

Benefits Offered: Health, vision, dental, and short-term disability insurance. A supportive and creative work environment, farm-fresh produce, and professional development opportunities. Mill City Grows is proud to support all our staff in professional growth and advancement.

Please send your resume, cover letter, and three references to lydia@millcitygrows.org

For more information about Mill City Grows, please visit www.millcitygrows.org.

Mill City Grows is an equal opportunity employer.