



650 Suffolk Street G10  
Lowell, MA 01852  
[www.millcitygrows.org](http://www.millcitygrows.org)

## **Urban Farm and Food Access Coordinator**

Full-Time, year round

**Organization Description:** Mill City Grows is growing a healthier community by creating new opportunities for residents to access healthy, fresh, and affordable food. 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 non-profit organization with a passionate staff, dedicated volunteers, and loyal customers.

### **Urban Farm and Market Program Overview**

Using sustainable and organic growing practices, Mill City Grows' Urban Farms produce a wide variety of vegetables for a culturally diverse population. We grow on about 5 acres at several farm sites within the city of Lowell. The Urban Farm grows produce for weekly mobile market stops from May - November, our internal program's produce needs, our Food Is Medicine CSA program, and donation outlets (ie. emergency food service providers and transitional living organizations).

### **Position Description**

The Urban Farm and Food Access Coordinator will assist in the management of farm crew, execution of routine farm tasks related to vegetable production, oversight of harvest lists in coordination with the organization's needs, assistance with other MCG programs, and occasional assistance with social media content. The Coordinator will operate at least one market per week during peak season, and will support operations of our year-round farm share program/online store during off-season weeks.

The Urban Farm and Food Access Coordinator reports to the Urban Farm and Market Manager. The Coordinator will collaborate with the Assistant Urban Farm Manager and Urban Farm & Market Manager in crop planning, managing our urban farm sites, mobile market operations, and Farm Share programs. Mill City Grows' urban farms use organic and sustainable growing practices, combined with hand-work, low-tillage and mechanized systems.

Ideal candidates for this position will not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; care about and support their fellow team members; possess an interest in and commitment to sustainability; have a love of learning and a desire to grow professionally and personally; and have the desire and ability to go above and beyond to get the job done.

### **Urban Farm and Food Access Coordinator Responsibilities:**

#### *Leadership:*

- Assist in the instruction of the farm crew, volunteers, and educational groups.

- Maintain a safe work environment by upholding farm safety rules, protocols, and procedures.

*Program Management:*

- Assist with crop planning and field work, harvest and pack lists, design volunteer tasks, research and innovate efficient farm techniques and tools. This includes fertilization, laying plastic, landscape fabric and drip tape, transplanting, direct seeding, weed management, pest and disease control, cultivation, harvest, and season extension.
- Identify, observe, and keep track of pest and disease pressures. Implement prevention/remediation plans as assigned.
- Maintain high standards for all field work and harvest, both personally and for any crew and volunteers under their supervision
- Train market operators in marketing best practices, marketing techniques and responsibilities.
- Assist with produce and value-added product purchasing for resale and cooler inventory.
- Manage at least one Mobile Market stop per week.
- Research and implement methods for growing culturally relevant crops.
- Keep organized and accurate records of harvest, donation and waste; weekly sales and payment methods and farm share contents.
- Communicate with Program Managers/Coordinators regarding excess seedlings, produce, and materials that can be utilized by others programs.
- Be an ambassador of Mill City Grows' mission throughout the community; continue to build and strengthen our partnerships with community organizations, volunteers, and educational groups that visit the farm. Partake in all staff meetings, professional development, organization wide events, and the organization's culture of philanthropy.
- Develop proficiency in management of the Mill City Grows Urban Farms, with support from the Urban Farm & Mobile Market Manager, Assistant Urban Farm Manager, and farm crew members.

*Qualifications:*

- Commitment to and experience in community work, education and food justice
- Experience supervising, training and team building with staff and volunteers
- Experience operating farm equipment
- Required 1 year experience working on a vegetable production farm
- Participate in weekend watering/chore rotation
- 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, and the ability to safely lift and carry 50 pounds repeatedly

- Positive demeanor and direct communicator
- Eager to learn and able to solve problems independently and as part of a team
- Proficiency with technology, Google Suite, Microsoft Office, etc
- Valid driver's license, safe driving record, and reliable means of transportation to work
- Knowledge of Lowell neighborhoods, communities and languages a plus
- COVID-19 Protocols are followed with mask wearing required at offices and greenhouses and social distancing at farm sites.
- A criminal background check is required for this position.

**Compensation:** \$35,700/year

**Benefits Offered:** Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. This position will require some evening/weekend hours. Benefits include: health, dental, & vision insurance, short term disability, 401K, 12 paid holidays, vacation, sick, & personal time, and fresh veggies!

**To Apply:** Please send your resume, cover letter, and three references to [hr@milicitygrows.org](mailto:hr@milicitygrows.org) with the subject line "Urban Farm and Food Access Coordinator"

*Mill City Grows is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.*