



650 Suffolk Street G10
Lowell, MA 01852
www.millcitygrows.org

Urban Farm and Food Access Coordinator

Full-Time, year round

Organization Description: Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community and school gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

Urban Farm and Market Program Overview

Using sustainable and organic growing practices, Mill City Grows' Urban Farms produce a wide variety of produce for a culturally diverse population. We grow on 5+ acres at several farm sites within the city of Lowell. The Urban Farm grows produce for weekly mobile market stops from May - November, indoor winter markets, 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

We are currently hiring for 2 open Urban Farm and Food Access Coordinator positions. The Coordinators 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/market during off-season weeks.

Urban Farm and Food Access Coordinators report to the Urban Farm and Market Manager. Coordinators will collaborate with 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, harvest and pack lists, design volunteer tasks.
- Execute and help manage field work like harvest, cultivation, direct seeding, transplanting, fertilization, weed management, irrigation, pest and disease control, and season extension.
- Maintain high standards for all field work and harvest, both personally and for any crew and volunteers under their supervision
- Manage at least one Mobile Market stop per week.
- Train market operators in marketing best practices, marketing techniques and responsibilities.
- Keep organized and accurate records of harvest, donation and waste; weekly sales and payment methods
- Assist with produce and value-added product purchasing for resale and cooler inventory.
- 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.
- Coordinators will have an additional area of focus dependent on interest and expertise. Potential areas could include:

- Mobile market outreach and promotion
- Coordination with other MCG programs regarding excess seedlings, produce, and materials that can be utilized by others programs
- Coordinating weekly greenhouse seeding for production and retail
- Identification, observation, and prevention/remediation of pest and disease pressures
- Managing weekly produce donations to local organizations

Qualifications:

- Commitment to and experience in community work, education and food justice
- Experience with physically demanding work (IE manufacturing, high volume food service, construction, etc) required

- Experience working outdoors or with plants (IE farming, gardening or landscaping) a plus
- Experience supervising, training and team building with staff and volunteers a plus
- Experience operating farm equipment a plus
- 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: \$40,000/year

Benefits Offered: Mill City Grows offers a strength-based collaborative team environment; a supportive and creative work setting; and professional development opportunities. Mill City Grows is proud to support all our staff in professional growth and advancement. Parking and accessible office location in Lowell is available. 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 off, and farm-fresh veggies!

To Apply: Please send your resume, cover letter, and three references to hr@millcitygrows.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.