



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

Urban Farm Manager

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, school, and market 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 Program Overview:

Using sustainable and organic growing practices, Mill City Grows' Urban Farms produce a wide variety of vegetables for a culturally diverse population. The Urban Farm grows produce for year-round and weekly food access programs. Mill City Grows farms on multiple sites across Lowell. These sites are collaborative spaces used by Mill City Grows staff, local growers in our Growers' Aid program, and students engaged in research related to urban agriculture. Most of our production and farm educational programming occurs at our 4-acre site, which is shared with community growers. In addition, we manage operations at the Rist Urban Agriculture Greenhouse located on the UMASS Lowell campus. This is primarily used for farm and community seedling production, winter growing, and as the location for an annual plant sale.

Position Description

The Urban Farm Manager promotes sustainable urban agriculture and increases food access as a human right. This position requires creative, goal-oriented thinking, the ability to communicate complex ideas to diverse groups, and aptitude for bringing people together for a common cause. The Urban Farm Manager will help to create a vibrant team culture, inside our office, in our fields, and in the community. The Urban Farm Manager and Growers Aid Program staff will coordinate resources to ensure access to urban farmland, greenhouse resources, and training and technical assistance to a diverse group of growers.

This position requires the ability to 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 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. This position is responsible for being an organized and efficient multi-tasker, who is upbeat, hard-working and eager to grow their

professional skills. Leadership qualities and efficient time-use management skills are crucial qualities for success in the management of the Urban Farm Program.

Mill City Grows' Urban Farm Manager reports to the Director of Food Access. This position oversees the Assistant Farm Manager, a Farm Coordinator, seasonal farm staff, and supports crew members in oversight of temporary workers and volunteers at the Urban Farm. Primarily, the Urban Farm Manager will supervise the planning, logistics, grant reporting, outreach, and growth of the Urban Farm Program.

Manager Responsibilities:

Supervision:

- Responsible for supervising all Farm Team; which includes an Assistant Farm Manager, Farm and Food Access Coordinator and Seasonal Field Workers
- Support Assistant Farm Manager, and Coordinators with all farm site maintenance
- Hire and manage all seasonal staff
- Train staff on MCG mission, vision and core values; Farm goals and objectives; safe and efficient farm practices and equipment use; and high-quality harvest and produce handling/storage
- Conduct weekly field walks of all farm sites to ensure maintenance standards are met, and support on-site crew leadership
- Communicate regularly with the team regarding tasks, schedules and harvest

Program Management:

- Management and tracking of program budget, and program impact documentation for reporting to internal and external stakeholders
- Keep organized and accurate records of harvest, fertility, and field schedules. Provide comprehensive quarterly reports of program outputs and outcomes.
- Collaborate with the Market Manager to determine what produce will be available for distribution on a weekly basis
- Crop planning and field schedules, harvest lists, program purchases and inputs, research and innovate efficient farm techniques and tools.
- Research and consulting into culturally relevant crops
- Maintain sanitary and organized sites
- Integrate with all program teams including: Education, Volunteer, Community Gardens, and Growers Aid to provide space, tools, technical support and programming for the public at the urban farm sites.
- Coordinate with all program managers around crew support for large projects
- Create and participate in weekend watering and chore rotation

Business Management:

- Develop annual program budget in partnership with Director of Food Access
- Budget management of program supplies
- Feasibility and value analysis of crops and program components
- Management of grant goals and tracking; research and implement program proposals
- Record keeping, monthly/yearly data reporting and ledger balancing
- Build and strengthen internal and external collaborations and partnerships with community organizations, volunteers, and educational groups that visit the farm
- Sharing institutional knowledge and systems to ensure that staff and team members understand the values and function of the program

Qualifications

- Preferred 3-4 years of farm work
- Experience supervising, training and team building with staff and volunteer
- Commitment to and passion for food justice, equity and community engagement.
- Experience working with diverse populations - knowledge of Lowell's neighborhoods and community a plus
- Excellent organization, time management, and written and verbal communication skills
- Additional language proficiency a plus (Spanish, Khmer, Portuguese, Burmese, Arabic, Swahili)
- Ability to use or become proficient with our preferred tech platforms: Google Suite, Microsoft Office, Asana (project management), Xero (bookkeeping), Square, etc.
- Experience operating tractors and driving trailers
- Valid driver's license, safe driving record, and reliable means of transportation to work
- 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
- A criminal background check is required for this position

Compensation: \$52,000/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 employer pays 75%, short term disability, 401K with employer match, 13 paid holidays, vacation, sick, & personal time off, bonus week off between Christmas and New Year's off not deducted from PTO, 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 Manager”

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.