



**The Food Project**

## **Lincoln Farm Co-Manager (Distribution)**

### **Who We Are**

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. Here, we believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and the planet we share, affecting our health, the climate, culture, and poverty and privilege around the globe. If we — young and old from all walks of life — can unite to change the food system, we can change the world. From our urban and suburban farms to our community education programs, we aim to do just that by bringing together youth and adults from diverse backgrounds who work together to build local and sustainable food systems.

Since 1991, The Food Project has built a national model of engaging young people in personal and social change through sustainable agriculture. Each year, we work with more than 120 teenagers and nearly 2,000 volunteers to farm on 70 acres in eastern Massachusetts in the towns and cities of Wenham, Lincoln, Boston, and Lynn. We consider our hallmark to be our focus on identifying and transforming a new generation of leaders by placing teens in unusually responsible roles, with deeply meaningful work. In addition, we help others grow their own food and provide training resources based on all we have learned.

### **What We Seek**

The Food Project is seeking a Lincoln Farm Co-Manager (focusing on Distribution), beginning April 3, 2023. Applicants for this position should have high energy for and interest in sustainable agriculture and youth development, as well as a commitment to teamwork. They should also have creative energy for making a difference in the world and a passion for the vision of The Food Project. The Co-Manager will work on The Food Project's 31-acre farm in Lincoln, MA, growing and distributing produce through our vegetable box program, Farmers' Markets in Boston, and to local hunger relief organizations.

### **Core Responsibilities:**

#### **Farm Operations (65%)**

- Co-Manage Farm with Farm Education Manager 31 acres, 1 heated greenhouse, 2 high tunnels
  - Co-create daily task plans (lead on harvest & distribution days).
  - Field prep, planting, fertilization, irrigation, cultivation, harvesting.
  - Tractor, vehicle, equipment and property maintenance.
  - Steward non-cultivated acreage (cover crops, other soil building efforts)
  - Recordkeeping for planning, harvest data, soil fertility, expense tracking, budgets
  - Annual reporting and compliance with current lease agreement

- Lead Harvest Crews Create pick sheets, lead or delegate harvest crews with efficiency, and oversee weighing, recordkeeping, and wash/pack operations
- Manage all Greenhouse Operations Seedling production, watering schedules, infrastructure, curing, and storage of produce, high tunnel production
- Farm Revenue Generation Plan and executive events (e.g., spring seedling sale), collaborate with development and communications to advertise, plan, logistics, inventory.

#### **Farm Distribution (5%)**

- Food Distribution Planning Partner with Boston Farm Manager to add produce to Boston food distribution stream (and other farms and farmers as needed)
- Annual Crop Planning Coordinate with Dudley-based TFP staff to develop annual crop plans that serve distribution interests of the Dudley neighborhood (as well as TFP's other distribution commitments)
- Coordinate Distribution Coordinate to various outlets, maintaining current and new relationships, communicate produce availability (e.g., Box shares in Boston, on-farm Fall CSA, wholesale, etc.)
- Sales Recordkeeping Manage sales tracking, billing, and invoicing for box shares and wholesale accounts. Email/write sales invoices to be delivered to distribution partners in a timely manner.

#### **Management (10%)**

- Mentorship Direct supervision and 1-on-1 mentorship of Grower's Assistants. Conduct formal feedback and evaluation sessions with Grower's Assistants.
- Supervisor Check Ins Check in with Greater Boston Regional Director
- Greater Boston Team Meetings Participate in youth, community, land and food teams in regions to build relationship and trust, manage overlapping logistics, ensure alignment across the GB region.

#### **Organizational Health (20%)**

- Participate in Diversity, Inclusion, Equity, Belonging and Justice, Trainings, affinity group space, dialogue space, etc.
- Feedback Participation: Real Talk, circle process, etc.
- Active Organizational Team Member: Department/team intersectional collaboration in respective work/communication as needed and requested
- All Staff Meetings: Team building, trainings, activities as determined
- Support Recruitment, Onboarding, Orientation, Training: Tap into various networks, participate in screenings, interviews, etc. for all organizational positions.

#### **Qualifications**

- At least 3 years of experience managing and/or operating a vegetable farm.
- Experience in organic crop production/agriculture.
- Experience organizing volunteer groups safely and productively.
- Experience with customer service.
- Experience leading or teaching young people in an outdoor setting.

- Experience with/interest in farm equipment operations.
- Experience working in a multicultural environment.
- Greenhouse management experience.
- Experience with and interest in teaching about sustainable agriculture.
- Proficient with basic power and hand tools.
- Willing to work flexible schedules - more hours during the growing season, less in winter.
- 21 years of age or older (to allow use of TFP vehicles)
- Valid driver's license and willingness to drive large vehicles in the city.
- CPR and First Aid certified or willingness to be trained.
- Able to pass a CORI/SORI background check.
- Excellent organizational skills
- Strong capacity to work both independently and in teams, with ability to explain processes clearly and support co-workers' successful participation in them.
- Dependable, responsible, independent, and open to learning.
- Team-oriented individual with a good sense of humor
- Comfortable and familiar in talking about Diversity, Inclusion, Equity, Belonging and Justice.
- Ability to work in a fast-paced, multi-site environment.
- Being bilingual is highly preferred.
- Resident of Dorchester, Roxbury, Matapan preferred.

### **Location & Schedule**

This is a full-time year round position based at the Lincoln Farm and periodic meeting and work space at our Boston location. Willing to work flexible schedules - more hours during the growing season (up to 55 hours a week), less in winter (down to 20 hours a week)

### **Compensation**

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, a 403B retirement plan, paid vacation and holidays, and other benefits. The salary range is \$48,000 to \$56,500 per year.

### **Application Process**

Please send resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position for which you are applying with the region, eg: "Jordan Smith – Lincoln Farm Co-manager (Distribution)."

We will review all submissions, identify viable candidates, and contact ONLY those individuals selected to continue in the application process (phone screening, interview with staff, interview with youth). Applications will be accepted on a rolling basis with an expected start date in April 2023.

**The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.**