



Greater Newark Conservancy

Urban Farm Manager Job Description July 2018

MISSION: Founded in 1987, Greater Newark Conservancy www.citybloom.org promotes environmental stewardship to improve the quality of life in New Jersey's urban communities. We have the following four programs: Education -- brings interdisciplinary, hands-on environmental curricula to approximately schools in Newark and nearby urban school districts; Community Greening – unites residents, businesses, organizations and schools to transform blighted blocks in Newark into well-cared for, environmentally revitalized areas with productive open spaces; Environmental Justice – builds partnerships to promote urban environmental issues and strives to empower inner-city residents to improve their environment; and Job Training – provides supervised training in the fields of landscaping, horticulture, agriculture, education and business to Newark high school youth and formerly incarcerated individuals to increase their employability and earning potential.

One of several ways the Conservancy engages the community to achieve this mission is through urban gardening and agriculture projects.

Our accomplishments include the creation of 2 urban farms totaling 3.5 acres within the City limits. When fully utilized, together these farms have produced over 100 tons of fresh, nutritious food for predominantly low-income families, the majority of which is sold at local farmers' markets throughout the city, a community CSA and local restaurants.

Position Summary: Urban Farm Manager is responsible for planning, organizing and managing the activities of a farm to meet the objectives of Greater Newark Conservancy. The Urban Farm Manager position requires a strong practical knowledge of agricultural skills and farm management, a broad understanding of community food security, and a passionate commitment to food justice and social change. The Urban Farm Manager provides technical expertise and opportunities for hands-on learning opportunities, as appropriate within the needs of the farm. The Manager has primary responsibility for developing and managing the farm enterprises associated with Greater Newark Conservancy in a manner that meets the business and educational goals of the Conservancy.

Position Description: Greater Newark Conservancy is seeking a full-time Urban Farm Manager to manage production and operations at an urban farms in Newark. The Hawthorne Avenue Farm, is a 2.5 acre community focused farm located in the south ward of Newark immediately adjacent to the Hawthorne Avenue Elementary School. The Farm consists of teaching gardens, a fruit orchard, a school garden, a community gardening area and 2-acre production. The Urban Farm Manager is responsible for the management, planning, and oversight of the Conservancy's farming operations from land preparation through quality harvest including all aspects of chemical free vegetable, herb, flower and fruit production. The Urban Farm Manager to the Director of Horticulture.

Duties and Responsibilities: Oversee all aspects of day-to-day farm operations at Hawthorne Farm which includes:

- business and planting plans
- pest control and weed management

- field cultivation, compost and seed production
- harvest and market the farm's products.
- supervision of Greening staff
- volunteer planning and management for groups of all sizes. Includes:
 - Working with Director of External Relations on volunteer schedule and to plan tasks ahead of time
 - Give overview of Conservancy and projects, network with key corporate partners
 - Complete all paperwork regarding to volunteer program on a timely basis before and after each event
- manage a team of summer interns and develop program activities for the six week program

Tasks will include:

- planning
- ordering
- scheduling
- seeding
- fertilizing
- watering
- pest and weed management
- distribution of harvest

The Urban Farm Manager is also responsible for supervising construction of hoopouses and hoopouse operations including overwintering. Supervising part-time staff, interns and/or volunteers at both sites, including crews of job trainees from the Conservancy's transitional jobs program for individuals recently released from incarceration is essential to the success of the farms. Occasional work with the Education staff to plan and implement educational activities and tours for youth and adults at both farms is necessary. Finally, work with all Conservancy staff to coordinate harvest and sales at farmers' markets and/or restaurants is required.

Additional Qualifications:

- The ideal candidate will have 3-5 years of farm management experience, preferably at an organic or chemical free farm.
- Experience supervising staff and/or volunteers and working with diverse communities.
- Experience teaching youth and/or adults in a farm or garden setting.
- Interest and familiarity with issues relating to local food, food access, and sustainable agriculture, organic gardening, and a genuine appreciation of the urban environment.
- Strong organizational and written/verbal communication skills.
- Ability to work independently and/or as part of a team.
- Proficiency in all MS office applications required.
- Bachelor's degree in agriculture, natural resources, plant science, horticulture or a related field or equivalent experience

How to Apply: Please send email with your resume, cover letter, salary history and 3 references to rdougherty@citybloom.org. Use the job title as the subject line. Only potential interviewees will be contacted. This position is available immediately.

Salary: \$35-\$40,000 commensurate with experience, plus benefits