



PROJECT WORTHMORE

Position/Title: Assistant Director, DeLaney Community Farm
Reports to: Farm Director, Director of Operations and Executive Director
Start Date: ASAP
Status: Full Time, Non-exempt

General Description: The Assistant Director supports work related to refugee farmer training, food access programs, community development, and sustainable agriculture. The Assistant Director manages farm volunteers as well as other specific efforts on various programs. During the farm season, work will be conducted at the farm, except for staff meetings/other necessary meetings. In the off-season, work will be conducted in the office.

General Responsibilities:

- Support mission and goals of PWM and the DeLaney farm program
- Assist Farm Director in tracking and reporting program activities.
- Assist Farm Director in ensuring that existing farm infrastructure is well maintained.
- Assist with speaking engagements, presentations, etc., as needed or requested.
- Attend meetings with Farm Director identified as essential to jointly attend.
- Foster community development and cultivate positive experiences and relationships.
- Manage Facebook and Instagram pages, with regular input from the Farm Director, communicating about the farm's mission and programs, weekly pick-up, events, and seasonal recipes and food education.

CSA Program Management

- Lead efforts on member sign-up including vetting, recruiting, and selling memberships, as well as developing relationships with members, maintaining member files, monitoring contracts and finances received by PWM, and organizing supervisors for weekly Pick-Ups.
- Maintain and/or create partnerships and agreements with partners for add-on shares (fruit, honey, soap, etc.); manage record keeping and communication with members and partners.

General PWM Support

- Attend and participate in staff meetings.
- Coordinate and collaborate with PWM program staff on a regular basis.
- Be an active ambassador for PWM and DeLaney
- Assist in any other PWM food access programs as needed during the off-season including supporting the Yu Meh Food Share and delivering produce to community members with difficulties accessing the program

Season Specific Responsibilities Include: (April –October)

General Responsibilities:

- Assist Farm Director in overseeing Farmer Trainees including training staff on all aspects of post-harvest distribution and food safety as well as tracking and evaluations
- Log farmer work hours and report to PWM
- Provide input and assist with annual performance reviews for farmer trainees
- Work on farm as needed including planting, weeding, harvesting, etc.

Volunteer/ Visitor Management and Support

- Manage farm volunteers including: serving as point of contact, vetting volunteers, scheduling all volunteer workdays following farm protocol and farm calendar, regular communication, follow-up, and maintain volunteer database.
- Lead and train refugee farm training staff for educational volunteer program including best practices of volunteer management, supervising, leadership, encouragement/empowerment, relationship building, etc.
- Work daily with Farm Director to determine appropriate/needed activities & priorities based on specific volunteer group, in advance of volunteers' arrival,
- Assign volunteer management tasks to farmers assigned to volunteer workday.
- Work closely with Farm Director to assist with coordination and engagement of all farm visitors.

Preferred Skills and Experience:

- Experience in sustainable agriculture, farm management and farmer education/training.
- Experience and high comfort level working with diverse communities and refugees.
- Experience and comfort managing volunteers.
- Ability to physically work within a variety of conditions (i.e. work long days, in diverse weather conditions), and ability to lift at least 20 pounds.
- Ability to work as a team player, as well as high levels of self-motivation.
- Analytical thinker and problem solver with great organizational skills.
- Strong oral and written communication skills.
- Experience with social media; Photography skills a plus.
- Proficiency in Microsoft Word, Excel, and Google Drive.
- Available to work some weekends and evenings during farm season.

To apply for the position, please send an email with resume and cover letter, with "Assistant Farm Director" in the subject line to Frank Anello frank@projectworthmore.org