

# CITY GREEN - URBAN FARM MANAGER JOB DESCRIPTION

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The City Green Urban Farm Manager oversees our two urban farms in Paterson and Clifton, NJ; and is responsible for overseeing day to day farm operations and the organic production of the 30,000 pounds of produce that supports our Farm Market program.

## FARM PRODUCTION MANAGEMENT

- Oversee all aspects of day-to-day farm operations, year-round, at both City Green Farms, including:
  - Starting seeds
  - Bed Prep
  - Soil Remediation
  - Planting and Transplanting
  - Pest control and weed management
  - Field cultivation
  - Composting Waste
  - Harvest
- Responsible for greenhouse operations including:
  - Ordering, scheduling, seeding, fertilizing, watering, pest management.
  - Manage 2 bee hives (if knowledgeable in bee keeping)
  - Maintain, care for and service farm tools and equipment, including a John Deere 2720 Compact Utility Tractor
- Maintain farm fencing and repair as needed
- Maintain irrigation system
- Maintain a high standard of aesthetic for the farm

## ADMINISTRATIVE DUTIES

- Prepare and implement an organic growing plan that produces desirable produce and farm products for sale year-round, determining types of crops to be raised, according to market demand, soil conditions, etc.
- Ensure farm activities adhere to safety regulations and standards
- Maintain financial, operational, production, and volunteer records as appropriate
- Maintain detailed farm records related to production and harvest

## INTERN AND VOLUNTEER SUPERVISION

- Train high school and college interns on Organic Urban Farming Practices and Sustainable Agriculture
- Supervise farm volunteers

## MARKET, SALES AND DISTRIBUTION

- Prepare harvest for weekly markets, Farm to Restaurant sales, and Farm to Pantry donations
- Coordinate product pricing
- Organize and oversee distribution

## **OTHER**

- Participate in “All Hands On Deck” activities, where all City Green staff cooperate on a large project, event, educational program or volunteer day
- Be prepared to lend a hand throughout the organization as needed

## ***THIS POSITION REPORTS TO THE DIRECTOR OF HORTICULTURE AND EXECUTIVE DIRECTOR***

- Full-time Position (40 Hours per week).
- \*Extended hours during peak production season as necessary to maximize production\*

## **BENEFITS**

- Weekly vegetable share
- Generous paid vacation, sick and personal time
- Health Insurance Reimbursement

## **MINIMUM QUALIFICATIONS**

- The ideal candidate will have 3-5 years of production farm management experience, preferably at an organic or chemical free farm and is capable of growing 30,000 pounds of food from seed to harvest
- Experience operating a John Deere Compact Utility Tractor with various attachments
- Experience supervising staff and/or volunteers and working with diverse communities.
- Interest and familiarity with issues relating to local food, food access, and sustainable agriculture, and a genuine appreciation of the urban environment.
- Strong organizational and written/verbal communication skills.
- Ability to work independently and as part of a collaborative team.
- Proficiency in all MS office applications.
- Bachelor’s degree in agriculture, natural resources, plant science, horticulture or a related field is preferred but not required.

## **PROGRAM MISSION**

The Mission of the City Green Farms and Markets Program is to increase access to and affordability of fresh, locally grown produce in urban communities of Northern New Jersey and to foster an understanding of food systems, the benefits of locally grown organic produce and the importance of healthy food choices.

**Interested candidates should send a cover letter and resume to:  
[opportunities@city-green.org](mailto:opportunities@city-green.org)**