



## **Production Coordinator - Northside Farm**

### **About Shalom Farms**

Shalom Farms is a nonprofit, food justice organization. We believe that everyone deserves equitable access to nourishing food and meaningful opportunities to grow, choose, cook and enjoy that food. On our two Certified Naturally Grown farms we work with thousands of volunteers each year to produce more than 200,000 pounds of fruits and vegetables, which we distribute throughout the Richmond, VA, metro region through a variety of programs and partnerships.

### **About the Position**

The Northside Production Coordinator is a season-long position at Shalom's Northside farm located at 1311 Westwood Ave, Richmond VA 23227. This position reports directly to the Northside Farm Manager and will assist with implementing the farm plan for the 2024 season. The Production Coordinator will participate in all aspects of running a sustainable, regenerative vegetable farm and will take a leadership role in many areas of the farm, such as coordinating harvests, pest and disease management, fertigation, data entry, irrigation, and tractor work. They will be supervising volunteers, interns, or staff on a regular basis. The ideal candidate will be knowledgeable about sustainable agriculture techniques and be able to confidently share this information with staff, volunteers, and visitors alike. This position will be tailored to best accomplish the production goals of the Northside farmsite for the 2024 season.

### **Key Responsibilities**

#### Farm Production and Management (70%)

Overall day to day farm responsibilities, including those related to production and packing.

#### Volunteer Supervision and Support (20%)

Overseeing and working w/crews of volunteers on discrete projects, as planned and directed by the Volunteer Coordinator and Farm Manager.

#### Planning and Data Entry (5%)

Daily, weekly and monthly planning and data entry, as well as meetings.

#### Other (5%)

Cross-departmental opportunities, and other duties as assigned

### **Details**

#### **Farm Production and Management (70%)**

- Assist Farm Manager with implementation of crop plan to achieve harvest goals for various channels of distribution.
- Assist Farm Manager with the goal of training to be responsible for pest and disease control (scheduled spraying of field and high tunnel crops) .
- Assist Farm Manager with greenhouse management (timely watering, propagation, pest control, etc.)
- Assist Farm Manager in maintaining irrigation systems and ensuring all crops are being adequately watered.

- Help with the general organization and maintenance of all farm equipment and outbuildings.
- Assist with field work as assigned. Typical tasks include sowing, planting, harvesting, amending soil, washing/packing produce, and field preparation/maintenance.
- Assist in tractor work when needed.

### **Volunteer Supervision and Support (20%)**

- Support Farm Manager and Volunteer and Education Coordinator in order to ensure that all volunteers and visitors feel well equipped to carry out their assigned tasks.
- Guide, train and assist crew of staff, lead volunteers, and interns to complete field work as assigned.
- Directly manage volunteer groups as needed. Typical tasks include sowing, planting, harvesting, amending soil, washing/packing produce, and field preparation and maintenance.
- Work with your department team to build and improve managerial skills.
- Contribute feedback on how to improve volunteer programming on the farm and pass along feedback from others.
- Provide general information to visitors on how to further engage with the organization.
- Participate in community building and gratitude for lead volunteers.
- Uphold Shalom's community values and participate in a culture that prioritizes safety, inclusion, education, warmth, and humility.

### **Planning and Data Entry (5%)**

- Assist Farm Manager in maintaining a daily work-log to plan and record details of field work accomplished.
- With consultation from the Farm Manager perform entry of data pertaining to propagation, planting, harvest, distribution, sales, pest and disease management, and fertility input application.
- Provide feedback to Farm Manager and Vol/Ed Coordinator as they create weekly and daily work plans based on the week's schedule of lead volunteers, volunteer individuals, groups, and interns.
- Meet weekly with the production team at both sites.
- Contribute to and participate in morning planning meetings.
- Contribute to and participate in weekly farm staff meetings.
- Meet weekly with the Farm Manager and bi-monthly with the Farm Director.

### **Other (5%)**

- Contribute to and participate in relevant committee and staff meetings, trainings, etc.
- Assist with distribution of produce at Mobile Market, and join other cross-departmental opportunities as they arise.
- Other duties as assigned.

### **Qualities**

- Interest in organic farming and/or non-profit direct service work.
- Strong interpersonal and communication skills.
- Can communicate well, even in stressful situations; comfortable delegating.
- Willingness to work hard in difficult weather conditions.
- Recognizes produce availability changes and ability to adapt accordingly.
- Ability to multi-task.
- Detail oriented and highly organized.
- Commitment to social justice, anti-racism and the abolition of white-supremacy.
- Values diversity and enjoys working with diverse groups.

- Ability to work both with groups and alone.
- Ability to take initiative and work in a fast paced environment
- Ability to lift 50 lbs. or more repeatedly.

### **Must Haves**

- Some farm and/or non profit experience, or a combination of both.
- Supervisory/management experience.
- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban and religious lines.

### **Nice to Haves**

- Bachelor's degree or one or more years of professional/lived experience in education, public health, agriculture, social work and/or similar fields preferred.
- A valid driver's license and clean driving record.

### **Compensation**

This is a seasonal, contracted position with benefits. Candidates will be paid bi-weekly based on an hourly wage of \$19.00 per hour, with their salary divided over the contract period. Provided both parties agree, there will be an option to review and renew this contract at the end of each year.

Paid leave, paid holidays, and medical/dental benefits will be provided for the duration of the contract. And lots of farm produce!

The proposed contract duration is 43 weeks and 1,720 hours from February 12 through December 13, 2024. Hours and scheduling will shift seasonally, with the Production Coordinator working fewer than forty hours per week in the spring and fall, and greater than forty in the summer. This position requires some weekend hours and on occasion some evening hours.

### **To Apply**

To apply for this position, please send a cover letter, resume, and 2-3 references to [info@shalomfarms.org](mailto:info@shalomfarms.org). Applications will be reviewed on a rolling basis until the position is filled.

For more information, feel free to email, visit our website [www.shalomfarms.org](http://www.shalomfarms.org), or find us on Facebook and Instagram (@shalomfarms).