



Production & Packing Coordinator (Northside Farm)
11/15/24

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

This position reports directly to our Northside Production Director and will assist with all aspects of implementing our farm plan. This position will be primarily responsible for managing our packing barn and the post-harvest handling and distribution of produce. This person will help manage volunteers and interns in order to complete packing and distribution work. When not working in the packing barn, they will be expected to participate in all aspects of work on the farm, including driving the tractor while using implements, participating in field work, and spraying for pests. This person will oversee management of our greenhouse, including watering and sowing. The ideal candidate will be knowledgeable about sustainable agriculture techniques and post harvest produce handling, and they will be able to confidently share this information with volunteers and visitors of all ages.

The Northside Production & Packing Coordinator is a season-long position at Shalom's Northside farm located at 1311 Westwood Ave, Richmond VA 23227. This location is near the intersection of Westwood Ave. and Lamont St. in Richmond, VA; there is a bus stop within four blocks.

Key Areas of Responsibility

Farm Production and Management (60%)

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

Volunteers (20%)

Overseeing and working w/volunteers while packing produce and while working discrete projects, as planned and directed by the Engagement team.

Planning and Data Entry (15%)

Daily, weekly and monthly planning and data entry pertaining to harvests, spraying, fieldwork, etc.

Other (5%)

Meetings, cross-departmental opportunities, and other duties as assigned.

Detail

Farm Production and Management (60%)

- Manage post-harvest handling and the fulfillment of orders for distribution, including packing, sorting, cleaning, washing, maintaining quality control, keeping organized records, and managing volunteers and interns working in the packing barn.
- Ensure all plants in the greenhouse are watered in a timely manner.
- Maintain seed inventory.
- Work with the Northside Production Director and Production Specialist to implement the farm plan, which includes working alone to complete more technical farming tasks such as tractor work, fertigation, direct sowing and spraying.
- Help with the general organization and maintenance of all farm equipment and outbuildings.
- Keep work areas clean and organized.

Volunteers (20%)

- Guide, train and assist crew of volunteers and interns to perform packing and distribution work in and around the barn.
- Train and manage select volunteers to execute the Northside propagation plan. Ensure that sowing is done correctly and in a timely manner.
- When necessary, work alongside volunteers and interns to complete field work in coordination with the Northside Engagement Team.

Planning, Communication, and Data Entry (15%)

- Assist in maintaining a daily work-log to plan and record details of field work accomplished.
- Perform daily data entry pertaining to harvest and distribution.
- Perform as needed data entry pertaining to propagation, planting, sales, pest and disease management, greenhouse management, and fertility input application.
- Send weekly emails to Nutrition Distribution Partners (NDPs) in order to report distribution numbers and any upcoming changes.
- Communicate with the Distribution team as needed about produce updates.
- Contribute to and participate in morning planning meetings.
- Maintain inventory of packing supplies and produce.
- Contribute to and participate in Northside staff meetings.

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.
- Work at least 2 out of 3 Shalom Farms events (Summer Open House req)
- Other duties as assigned.

Qualities

- Interest in 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.
- Ability to multi-task.
- Detail oriented and organized, while maintaining an attitude of flexibility and a tolerance for change.

- Commitment to racial equity and to Shalom Farms' values: justice, collaboration, integrity, respect, and sustainability
- 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

- 1 year or more of farm 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.
- Some non-profit work experience.
- Supervisory/management experience.
- 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 \$20.00 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. A vacation blackout for the months of July and August is required, but a paid full week off in August is provided. Plus lots of free farm produce!

The proposed contract duration is 1,600 hours from March 3 through December 12, 2025. Hours and scheduling will shift seasonally. 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 hr@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, or find us on Facebook and Instagram (@shalomfarms).