



## **Production Specialist (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 150,000 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 Production Specialist 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, irrigation, and tractor work. They will supervise staff, interns, and volunteers on a regular basis. The ideal candidate will be knowledgeable about sustainable agriculture techniques and be able to confidently and clearly share this information with staff, volunteers, and visitors of all ages. This person is responsible for co-creating and upholding a culture that prioritizes safety, inclusion, education, warmth and humility in a dynamic workplace. This person will be expected to work collaboratively across teams and departments. This position will be tailored throughout the year to best accomplish the production goals of the Northside farmsite for the 2025 season.

The Northside Production Specialist 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 Responsibilities**

#### Farm Production and Management (60%)

Day to day farm responsibilities, including those related to production and packing. Help oversee harvests, pest and disease control, irrigation, and tractor work.

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

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

#### Staff and Intern Management (5%)

Supervise farm interns and step in for Northside Farm Director when needed.

#### Planning and Data Entry (10%)

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 (60%)**

- Implement the 2025 Northside crop plan to achieve harvest and distribution goals with the assistance of the Northside Production Director, the Production & Packing Coordinator, and the Northside Volunteer & Education team.
- Implement a plan for pest and disease control (scheduled spraying of field and high tunnel crops).
- Assist Production Director in maintaining irrigation systems. Oversee the irrigation program for field and hoop house crops.
- Along with the Production Director and the Volunteer & Education Coordinator, oversee on-time harvest.
- Work with the Production & Packing Coordinator to ensure that there is optimal post-harvest handling.
- Implement the organic fertility plan, including fertigation, cover cropping, composting, organic fertilizers, etc.
- Help with the general organization and maintenance of all farm equipment and outbuildings.
- Take a lead role in performing tractor work, which will include using various tractor implements.

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

- Support the Volunteer & Education team in order to ensure that all volunteers and visitors feel well equipped to carry out their assigned tasks.
- Guide, train and assist a 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.

### **Staff and Intern Management (5%)**

- Serve as the direct supervisor of all Northside interns and hold regular check-in.
- Serve as point of contact when Northside Production Director is off site.
- Supervise Production and Packing Coordinator when Northside Production Director is off site.
- Take a lead role in morning and afternoon farm check ins with Northside Production Director is unavailable.

### **Planning and Data Entry (10%)**

- Under the guidance of the Production Director and in collaboration with the Northside Volunteer & Education team, create weekly and daily work plans for the Production team based on the week's schedule of staff, interns, and volunteers.
- Assist in maintaining a daily work-log to plan and record details of field work accomplished.
- With consultation from the Northside Production Director, perform entry of data pertaining to propagation, planting, harvest, distribution, sales, pest and disease management, and fertility input application.

- Contribute to and participate in morning planning meetings.
- Contribute to and participate in weekly farm 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 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 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**

- 2 years or more of farm experience.
- 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.
- Some non-profit work 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 \$21.00 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 1,720 hours from February 10 through December 12, 2025. Hours and scheduling will shift seasonally, with the Production Specialist 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 rare 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](mailto: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](http://www.shalomfarms.org), or find us on Facebook and Instagram (@shalomfarms).