



Production Specialist (Powhatan 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

The Production Specialist is a season-long position at Shalom's 16-acre farm in Powhatan, VA (2676 Venita Rd, Midlothian, VA 23113.) This position reports directly to our Powhatan Production Director and will assist with all aspects of implementing the seasonal farm plan and guiding our lead volunteers to implement that work. In addition to the responsibility of guiding our lead volunteers through farm work, the Production Specialist will be expected to participate in all aspects of work on the farm, including planning, data entry, and assisting the Powhatan Production Director in whatever comes up, which includes but is not limited to: driving the tractor while using implements, managing fertigation, and spraying for pests. The ideal candidate will be knowledgeable about sustainable agriculture techniques and able to confidently share this information with volunteers and visitors of all ages.

Key Responsibilities

Farm Production and Management (55%)

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

Volunteers (25%)

Overseeing and working w/crews of lead volunteers daily on farm plans and projects as planned and directed by the Production Director, with input from the Volunteer and Education Director.

Planning and Data Entry (15%)

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 (55%)

- Implementation of the 2025 Farm Plan to achieve harvest goals for various channels of distribution with assistance and guidance from the Powhatan Production Director.
- Timely harvest and post handling of produce.
- Be the on-site point of contact when the Production Director is off site.
- Implementation and real time observation of IPM - Integrated pest and disease control management (scheduled spraying of field and high tunnel crops) .

- Assist Powhatan Production Director with tractor work.
- Assist Powhatan Production Director with greenhouse management (timely watering, propagation, pest control, etc.)
- Assist Powhatan Production Director in maintaining irrigation systems and ensuring all crops are being adequately watered.

Volunteers (25%)

- Guide, train and lead crew of lead volunteers, and interns to complete field work as assigned. Typical tasks include sowing, planting, harvesting, amending soil, washing/packing produce, and field preparation and maintenance.
- Assist with volunteer groups as needed.
- Work with your department team to build and improve managerial skills.
- Provide general information to visitors on how to further engage with the organization.
- Participate in community building and gratitude for lead volunteers.

Planning and Data Entry (15%)

- Create daily and weekly work plans, alongside the Powhatan Production Director, based on the farm plan and the schedule of lead volunteers.
- Maintain a daily work-log to plan and record details of field work accomplished.
- With consultation from the 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 production meetings between farm sites.
- Contribute to and participate in monthly farm/distribution meetings.
- Meet bi-monthly with the Powhatan Production 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.
- Work at least 2 out of 3 Shalom Farms events (Summer Open House req)
- Other duties as assigned.

Qualities

- A strong interest in farming and/or non-profit direct service work.
- Strong interpersonal and communication skills, especially across different departments within the organization.
- 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 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 of 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 \$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 1,600 hours from February 10 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).