



**Program Associate - Production
Northside Farm
2026 Season**

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

This position will entail a harmonious blend of production farming and volunteer coordination. The Program Associate will take a leadership role in many aspects of implementing our farm plan, this may include greenhouse management, pest and disease management, fertigation, irrigation, and tractor work, among other areas. They will work each morning by the direction of the Field Lead to manage and support volunteers in accomplishing field work such as harvesting, planting, bed prep, and farm maintenance. The ideal candidate will be knowledgeable about and excited to deepen their practice of sustainable agriculture techniques and will be energized by working with, teaching, and leading others. This person is responsible for co-creating and upholding a culture that prioritizes safety, inclusion, education, warmth and humility. We are a dynamic organization with work that changes throughout the year, and as such this position's responsibilities will shift with the seasons and as needs arise.

This position will be supervised by the Northside Director of Production and will report to the Northside Field Lead for daily farm operations.

The Northside Program Associate is a season-long position with a home base 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. At times, this position may be asked to work from other locations, including our Powhatan farm and market sites.

Key Responsibilities

Farm Production

Day to day farm responsibilities. Take a leading role in greenhouse management, pest and disease control, field irrigation, and tractor work.

Volunteer Management

Overseeing and working w/crews of volunteers and interns on a daily basis.

Planning and Data Entry

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

Cross-Departmental Duties

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

Details

Farm Production and Management

- Perform farm and field work to achieve harvest and distribution goals with the guidance of the Northside Production Director and Field Lead. This may include working alone to complete more technical farming tasks such as fertigation, direct sowing, spraying, and watering the greenhouse, as well as working alongside other staff, volunteers, and interns to complete farm tasks.
- With direction from the Northside Production Director and Field Lead, take a leading role in greenhouse management, soil fertility, field irrigation, tractor work, and pest and disease control, among other aspects of farm work.
- Help with the general organization and maintenance of all farm equipment and outbuildings.
- Keep work areas clean and organized.

Volunteer Supervision and Support

- Guide, train and assist a crew of volunteers, interns and staff to complete field work each morning and as assigned.
- Support the Engagement team in order to ensure that all volunteers and visitors feel well equipped to carry out their assigned tasks.
- Directly manage volunteers each morning. Typical tasks include sowing, planting, harvesting, and amending soil, and may include overseeing volunteers that are working on specialized tasks such as maintenance and building projects.
- Work with your 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.
- Lead general farm tours and provide educational orientation for new volunteers and small volunteer groups as needed.
- Uphold Shalom's community values and participate in a culture that prioritizes safety, inclusion, education, warmth, and humility.

Planning, Communication, and Data Entry

- Perform as needed data entry pertaining to propagation, planting, sales, pest and disease management, greenhouse management, and fertility input application.
- Contribute to and participate in morning and afternoon planning meetings.
- Communicate with Field Lead and Director of Production on an ongoing basis with updates on work accomplished.
- Contribute to and participate in Northside staff meetings.

Cross-Departmental Duties

- Contribute to and participate in relevant committee and staff meetings, trainings, etc
- Assist with and/or run Mobile Markets and other distribution events as assigned.
- Assist with field trips and other educational activities as needed.
- Conduct outreach at local educational institutions as schedule allows
- Availability to work both Shalom Farms events (Summer Open House and Fall Harvest Festival)
- 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

- 1 year or more full seasons 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.
- A valid driver's license and clean driving record.

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.
- Experience driving a tractor while using PTO attachments.
- Greenhouse management experience.
- Volunteer management experience.
- Some non-profit work experience.

Compensation

This is a seasonal, contracted position with benefits and pay provided for the duration of the contract. Candidates will be paid semi-monthly based on an hourly wage of \$21 per hour. Provided both parties agree, there will be an option to review and renew this contract at the end of each year. If renewed, healthcare benefits will continue uninterrupted.

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 the summer is provided. Plus lots of free farm produce!

The proposed contract duration averages 40 hours per week from March 2 through December 11 for a total of 1600 hours. Hours and scheduling will shift seasonally with the Program Associate working fewer than forty hours per week in the spring, and greater than forty in the summer. This position generally works Monday-Friday with alternating Saturday mornings during part of the season. On occasion they may be asked to work evenings and other weekend hours, including shifts for organization-wide events.

To Apply

To apply for this position, please send a cover letter, resume, and 3 references to hr@shalomfarms.org. Applications will be reviewed on a rolling basis with interviews beginning in mid to late December.

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