



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Aging Well Together, Counseling, Youth Programming including Mentor Me, Housing, Economic Sustainability and Petaluma Bounty Farm.

JOB TITLE: Petaluma Bounty Educational Farm Manager
FLSA STATUS: Not Exempt; Full-Time (40 Hours/Week)
COMPENSATION: Hourly range depending upon experience \$25 to \$26.50
DIRECTOR: Director of Petaluma Bounty
SUBMIT: Cover Letter and Resume to jobs@petalumapeople.org

POSITION OVERVIEW:

Petaluma Bounty is a program of Petaluma People Services Center, the Petaluma Bounty's vision is to grow a thriving local food system where consumers make informed decisions; farmers make a decent living while prioritizing ecological stewardship of the land; and all people - regardless of income - have access to healthy food. To push beyond the immediate demands of hunger relief toward community food security and hunger prevention with programming that expands our community's capacity to feed each other into the future.

The Bounty Community Farm is a 3 acre demonstration production farm that includes a small orchard (over 100 fruit trees on site), 1 acre of row crops, a flock of chickens, an outdoor classroom, 1 greenhouse and 1 hoop house, hedgerows, habitat areas, and educational gardens. The Farm Manager will work closely with and report to the Director on developing and implementing new program initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Director to ensure operations stay within the annual budget
- Implement organic crop plan, long-term soil fertility plan, production plan and pest management plan
- Oversee and participate in tillage and cultivation, including safe operation of farm equipment, irrigation, and greenhouse propagation
- Execute basic maintenance of farm facilities
- Maintain records and support submission of paperwork for county and state permits and certifications
- Coordinate farm volunteer, youth job corps, and internship programs alongside Engagement & Education Coordinator
- Build upon distribution infrastructure for CSA, Bounty farm stand, Petaluma Farmers Market, donations, and retail sales
- Implement propagation plan for annual Petaluma Bounty Spring and Fall Plant Sale
- Implement day to day operations of farm, delegating where appropriate, while periodically assessing and communicating progress toward annual goals
- Solicit donations for farm supplies in alignment with Director

- Adhere to data collection, documentation, and fiscal protocols and policies

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It's a requirement of this position, for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

EDUCATION and EXPERIENCE:

Commitment to Petaluma Bounty's mission and goals

- Commitment to organic, sustainable farming standards
- Ideally, 2 or more years organic farming experience, including increasing responsibilities and familiarity with CSA and Farmers Markets programs
- Ability to drive a tractor and utilize farm equipment in a safe and effective manner
- Ability to lift 40+ pounds regularly, bend, lift, climb ladders, reach, dig, do physical labor for upwards of 8-hour days, and work outside in all weather conditions
- Good CA DMV record
- Experience and ability to coordinate volunteers
- Experience and ability to teach diverse audiences at varying skill levels
- Demonstrated communications and interpersonal skills, especially in stressful situations
- Experience and ability working with people of all ages from diverse ethnic and cultural background
- Self-motivated and self-managing including time management
- Strong record-keeping and computer literacy. Proficient in Microsoft Office and Google Suite (e.g. Word, Excel, and Google Docs)
- Flexible and understands unique challenges of farming in community and commitment to meeting those challenges on a daily basis
- Ability to speak and understand Spanish is preferred

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

Physical: This is a physically demanding position. Stands up to 8 hours per day. Kneeling, bending, lifting, twisting. Repetitive motions are required. Must have excellent hearing, speech and writing capabilities and the ability to lift 40+ pounds regularly, 50 pounds occasionally.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular. Works outside in all weather conditions.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

BENEFITS:

Paid sick time, vacation and holidays.

Comprehensive benefits package, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

PPSC is an Equal Opportunity/Affirmative Action Employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.