



## Community Farm Manager Job Description

The Bounty Community Farm, a program of Petaluma People Services Center plays an important role in helping transform Petaluma's food system by growing healthy food for our community, engaging community members in the process of growing food, and improving food literacy of all people through volunteer opportunities, field trips, and experiential education.

The Farm Manager implements all aspects of the two-acre educational farm with a small orchard, including production of a mixture of 40 crops for sale and distribution through a CSA, farm stand, and farmers' markets, and co-managing volunteers and interns. The Farm Manager will be directly supervised and supported by the Petaluma Bounty Director in implementing an existing crop plan and farm management plan. The Farm Manager will oversee the Farm Assistant and Production Interns as well as work closely with the Education & Engagement Coordinator on hosting and supporting education, internship, and volunteer programs.

### **Primary responsibilities include:**

- Work with Bounty Director to ensure operations stay within the annual budget
- Implement organic crop plan, long-term soil fertility plan, production plan and pest management plan
- Work with Bounty Director to 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
- Represent Petaluma Bounty and Bounty Community Farm to the public
- Implementing day to day operations of farm, delegating where appropriate, while periodically assessing and communicating progress toward annual goals

### **Skills and qualifications:**

- 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

## Community Farm Manager Job Posting

- Self-motivated and self-managing including time management
- Good record-keeping and computer literacy. Proficient in 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

**Compensation:** Hourly wage is \$20 per hour depending on experience plus full medical, dental benefits, and paid vacation. Bonus will be offered after completion of a successful farm season.

To apply for this position, please send your resume and a cover letter to [jobs@petalumabounty.org](mailto:jobs@petalumabounty.org), with "Farm Manager Applicant" in subject. Interviews scheduled on a rolling basis. Approximate start date is the first week in August.

PPSC is an equal opportunity 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.