



## URBAN TREE CONNECTION

4159 W. Girard Ave.  
Philadelphia, PA 19104

Urban Tree Connection (UTC)'s mission is to work with residents in historically marginalized urban communities to revitalize their neighborhoods by transforming abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

|                   |                    |                |                     |
|-------------------|--------------------|----------------|---------------------|
| <b>Job title</b>  | Farm Manager       | <b>Depart.</b> | Farming             |
| <b>Reports to</b> | Executive Director | <b>Status</b>  | Full-Time, Salaried |

### Position Summary

Urban Tree Connection's vision for Neighborhood Foods urban farm sites is to utilize the farms as a tool to convene (Haddington) community together to build power and self-determination to address and meet its needs. The Farm Manager is responsible for leading UTC's scattered urban farm sites through a time of exciting time of cultivating community stewardship and growing, while producing sustainable and locally grown food.

### Duties and responsibilities

#### Farm Management

- Manage all aspects of food production and farm maintenance in alignment with the mission and forward vision of the organization.
- Stay current in urban farming innovations and test practical applications for UTC's urban farms. Continually innovate and evolve sustainable farming practices, honoring cultural growing traditions and practices that reflect the community we are a part of.
- Perform farm work including seeding, transplanting, tractor operation, weeding, cultivation, harvesting, washing, packaging, and distributing (through wholesale CSA sales, farmers markets, etc.) produce and other work as necessary.
- Operate and manage retail markets (i.e. Rittenhouse) and develop / maintain relationship with wholesale customers in partnership with the Community Markets Manager.
- Maintain cleanliness, order, signage and natural beauty of farms
- Maintain quality, quantity, and selection of produce that are culturally relevant
- Farming documentation and record keeping including: maintaining master inventory lists, maintenance logs, seed and plant ordering, crop rotation, crop yields, harvest logs, successes/failure, inventory and maintenance schedules
- Manage the farm budget and aim to meet projected financial goals

#### Community Stewardship / Building Community

- Create a culture at Neighborhoods Farms that is open, welcoming, and invites community members to be a part of the farm via hosting community events, workshops, tours, etc. in coordination with the Community Educator Coordinator.
- Educate and collaborate with community members, UTC programs staff, youth, and others regarding the benefits and practices of urban sustainable agriculture
- Participate in the development of curriculum for the Teen Apprenticeship program; provide 1:1 mentorship to farm apprentices and support their skill development.



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- Lead and facilitate workshops relating to urban farming, food and environmental justice; and educational farm tours.
- Connect and build relationships with other farmers and food justice advocates that align with UTC's vision and strategy.

### Management/Admin

- In cooperation with Director, seek, hire, orient, train, manage, and evaluate farming staff.
- Supervise, train, and inspire seasonal farmers, interns, workshares, non-farming UTC staff, and volunteers – providing regular feedback of their performance, and development.
- Attend UTC staff meetings, participate in fundraising events, contribute / complete grant applications and reports related to farming activities (and as appropriate, in coordination with the Executive Director).
- Ensure all timesheets, receipts and reimbursements and other admin related documentation and record keeping are submitted from the farm department in a timely manner.

### Qualifications

- **Education:** Must have obtained a high school diploma and/or G.E.D. equivalency. College degree, and experience strongly preferred.
- **Experience:** A minimum of 3 years in sustainable farming / horticultural experience. Must have experience with urban farming, working in urban communities and communities of color. Mechanical, construction, and/or carpentry experience preferred.
- **Skills:** Excellent communication and interpersonal skills; ability to facilitate meetings and workshops; proficiency in Microsoft Office and various online platforms.
- **Abilities:** Ability to lift 50 pounds; walk, stand, kneel, drive and bend for long periods of time; to work in varying weather conditions (heat, cold, wind, rain, etc.); to engage in strenuous tasks (i.e. installation and repair of equipment) as necessary while modeling endurance and positivity.
- **Other characteristics:** Commitment to racial, economic, environmental and social justice; respect for people of all cultures and backgrounds; open to personal growth and new experiences; demonstrate a passion for working with youth and community members.
- **Other Requirements:** Have a Driver's License and clean driving record; can pass all background checks as required by the organization.

### Working conditions

This is a full-time, year-round position and will require a high level of flexibility in scheduling during the growing season. Early morning, evening, and weekend work may be required. We work in a shared office space as well as in outdoor urban environments in all weather conditions.

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*UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.*

Interested candidates should submit a resume and cover letter to [noelle@urbantreeconnection.org](mailto:noelle@urbantreeconnection.org) by March 1, 2017, with the subject line 'Farm Manager Position.'