



GROWING HOME

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FARM AND PROGRAM COORDINATOR

JOB DESCRIPTION

Growing Home's organic urban farm and job training program is seeking a highly motivated detail-oriented individual to join our staff as a Farm Coordinator. This position entails day-to-day farm and site maintenance, harvesting, processing of produce, and management of all Production Assistants (participants in our transitional job program). The Farm and Program Coordinator reports to the Director of Operations and collaborates with the Farm Site Manager.

Growing Home operates USDA-certified organic farms that produce between 25,000-35,000 pounds of vegetables and herbs annually. We use our farms as a platform for our 12-week job training program serving 70+ individuals facing barriers to employment on an annual basis, and as a source for affordable healthy produce in the Englewood neighborhood.

DETAILS OF POSITION & BENEFITS

- The expected start date is January 2022
- This is a permanent position with full-time hours (40 hours per week), Jan- Dec.
- Work hours are typically 8 am-4 pm
- The farm is located at 5814 S. Wood St

RESPONSIBILITIES

Job-Training and Production Assistant Management: 35%

- Manages the direction and supervision of Production Assistants and Production Assistant working groups (crews of up to 10 PAs). Coordinates Farm Associates and Assistants in training and leading Production Assistants.
- Provides verbal and written feedback to farm staff regarding their training of Production Assistants.
- Takes responsibility for group work performance and work outcomes of staff and Production Assistant work crews under his/her direction.

- Models and demonstrates excellent leadership, communication skills, and emotional intelligence with other staff and participants, especially under frustrating conditions.
- Provides verbal and written feedback to Production Assistants concerning work performance and job readiness according to specific program themes and measures.
- Communicates any notable issues and/or successes to staff as needed
- Conducts farm-skills training and host virtual or in-person classroom training for Production Assistants.
- Participates in a “case note” system for communicating information concerning Production Assistant work performance between farm and employment training staff.
- When needed, transports Growing Home Production Assistants between worksites using a company vehicle.
- Ensures that production assistants are courteous and helpful to all those on-site.

Farm Production: 55%

Administrative:

- Oversees record keeping and farm data entry support, making sure information for all stages of all crops is accurately logged at the end of each week
- Communicates and collaborates daily regarding planning, scheduling, and other farm needs

Farming

- Collaborates on yearly planning for all crops (direct seeding and transplant)
- Sets weekly schedule in conjunction or consultation with department Manager
- Ensures proper bed preparation (clearing, tilling, amending, raking)
- Transplant production and transplanting
- Direct Seeding – ensures accurate seeding using various precision seeders
- Maintain planted beds – irrigating, weeding, fertilizing, trellising, thinning, and pruning
- Harvest, process, and pack produce with attention to quality control
- Ensures the highest level of product freshness and sanitation, keeping produce stored as required, with proper temperature and moisture at all times
- Product deliveries and supply runs as needed or directed
- Basic carpentry and repair work: examples include irrigation line installation and repair, fabricating trellises, installing/repairing thermostats, fans, and plastic on hoop houses, etc.
- Tractor and small engine operation and maintenance
- Inform Farm Manager of any necessary repairs, and complete those identified immediately
- Assist with market preparation
- Drive and deliver produce at various locations throughout the community as needed
- Host Farm Stands and farmers markets throughout the city (as needed)

Other Responsibilities: 10%

- Provide direction and instruction to farm volunteers
- Assist with farm equipment and supply purchasing
- Additional duties as assigned by Director of Operations & Farm Site Manager
- Serve as acting Farm Site Manager during Farm Site Managers absence

SKILLS AND QUALIFICATIONS

- Commitment to Growing Home's mission and core values
- At least three years of farming experience, preferably working with a wide variety of vegetables and herbs in an organic, soil-based farm
- Demonstrated ability to manage a team
- Working knowledge of Google Suite (Sheets and Docs, equivalent to Excel and Word)
- Positive attitude, detail-oriented, dependable, and punctual
- Strong attention to quality control
- Comfortable working directly with marginalized populations; ability to engage with individuals in an authentic and non-judgmental manner
- Able to work independently; self-directed
- Able to lift 80 lbs., and to stand, squat, and kneel for extended periods of time
- Able to work outside in all weather conditions
- Ability to work some evenings and weekends and needed
- Valid Illinois Drivers License strongly preferred

TO APPLY

If interested in the full-time Farm and Program Coordinator position please send one PDF document including a cover letter and resume along with three professional references to Shani Settles, Director of Operations, at jobs@growinghomeinc.org. Applications are due before Friday, December 17th. Email subject line should include the position title. No phone calls, please.

Growing Home offers competitive compensation packages based on experience. All compensation packages include health insurance coverage and generous vacation benefits.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.