



Farm Coordinator - Community Harvest Project, North Grafton, MA

We are currently seeking a full-time Farm Coordinator to work under the direction of our Farm Manager at the Brigham Hill Community Farm site, located in North Grafton. This location encompasses 15 acres of vegetables per year along with blueberries and flowers. Some seasonal work will be expected at our Harvard, MA orchard location as well. Volunteers work alongside the farm team daily from March to October; produce is donated to local hunger relief organizations.

The ideal candidate will have at least two years of experience in agricultural work, will be self-motivated, organized, have a friendly personality, and enjoy working with individuals of all ages and abilities. This unique position focuses on effective and friendly volunteer management, communication, and workflow supervision and includes daily physical/agricultural work. Interacting with the public is a daily responsibility. Effective and enthusiastic communication with individuals and groups is a regular and required aspect of this position. See below for more qualifications.

Interested applicants should email a cover letter, resume, and 2-3 professional references by May 9, 2022 to dave@community-harvest.org.

Schedule: This is a full-time, salaried position; 8AM-4PM – Monday-Friday with occasional Saturday mornings during the months of May-September; Occasional evening meetings

Compensation: \$37,000-\$42,000 per year, commensurate with experience; Paid vacation, holidays, and sick time; Employer-contributed healthcare

Role Description: This position focuses on coordinating an excellent volunteer experience and growing high quality produce for donation to area hunger relief agencies.

Duties and responsibilities

- Volunteers – in consultation with Farm Manager:
 - Annual planning of volunteer needs in order to implement an approved farm plan
 - Weekly and daily planning of volunteer tasks, projects, and activities
 - Assigning duties to all volunteer groups and overseeing their proper completion
 - Managing communicating with volunteer Team Leaders while on active duty
 - Overseeing and responding to all volunteer needs to ensure proper support
 - Public presentation of our work and mission
 - Collaborating with CHP staff members on volunteer operations
 - Ensuring an excellent volunteer experience through all of the above
- Planning – assist Farm Manager with:
 - Yearly crop plan
 - Yearly variety plan and seed order
 - Yearly planning of acreage rotation
 - Yearly planning of equipment needs
 - Yearly pest and weed management plan
- Operations – assist Farm Manager with:
 - Executing daily agricultural duties
 - Executing daily produce distributions
 - Monitoring of equipment and recommending related repairs/replacements
 - Monitoring of safety plan and ensuring its execution
 - Execution of skilled/restricted farm activities
 - Execution of administrative work (recordkeeping, etc)
 - Farm maintenance



Qualifications

- 2+ year of agricultural experience; tractor and/or equipment operation experience preferred
- Ability to lift 50 pounds
- Ability to work in all weather including rain and snow
- Excellent personal and communication skills
- Positive, self-starting attitude

Community Harvest Project is a 501(c)3 nonprofit organization with locations in North Grafton and Harvard, MA. Our mission is to engage and educate volunteers to grow fresh fruits and vegetables for hunger relief. Each year our sites host over 7,000 volunteers who work together to grow and donate an average of 270,000 pounds of produce to local hunger relief agencies such as the Worcester County Food Bank, Community Servings, and more.