



Orchard Manager

Community Harvest Project is a 501(c)3 non profit farm that engages volunteers to grow fruits and vegetables to provide to those experiencing hunger. Through our volunteer farming programs and community partnerships, we bring thousands of community members together each year to improve access to healthy foods for individuals and families across central and eastern Massachusetts.

We are currently seeking an Orchard Manager to work under the direction of our Executive Director at our Harvard site, the Prospect Hill Community Orchard. Our current Orchard Manager will be leaving CHP in 2022, so this role will work in tandem with her for part of this season and then take over the role. This 75-acre property includes approximately 27 acres of apple trees, an acre of peaches and an acre of asparagus. The vast majority of the crops are grown for donation to our hunger relief partner agencies.

Schedule: This is a full time, year-round position at our Harvard location working 40 hours per week. Monday through Friday schedule, with occasional night/weekend events and occasional work at our Grafton farm (all communicated ahead of time).

Location: On-site at 115 Prospect Hill Road, Harvard, MA, 01451

Job Description: The Orchard Manager is responsible for executing orchard tasks both individually and with volunteer groups to grow fresh produce for hunger relief. The right candidate will have experience working in an orchard, be self-motivated, have a friendly personality, have strong written and verbal communication skills, be comfortable public speaking, enjoy working with individuals of all ages and abilities, and be able to thrive in a dynamic non-profit organization working in support of our mission.

Duties and Responsibilities:

- Execute and oversee all orchard management activities including:
 - Mowing, spraying, pruning, scouting for pests and determining appropriate control strategies, fertilizing, irrigating, planting, thinning, harvesting and post harvest storage
 - Yearly planning and record keeping of crop planting, crop nutrition, and pest management plan
 - Inventory control and ordering of all needed tools, supplies, and plants
 - Safely operate farm vehicles and equipment

- Oversee mixing, loading, and application of pesticides in accordance with label required rates and procedures
- Staff management
 - Hire, train, schedule, and manage orchard staff (Orchard Coordinator, Orchard Equipment Operator, Orchard Interns)
 - Complete annual staff reviews
- Volunteer coordination
 - Work with Volunteer Program Manager on volunteer activities and scheduling for labor needs
 - Work directly with volunteer groups and volunteer Team Leaders to teach farm skills and accomplish farm tasks
- Produce distribution and sales
 - Manage produce distribution with hunger relief partners, vendors, and volunteers
 - Maintain distribution records
 - Oversight and management of orchard stand sales
- Equipment and property maintenance
 - Oversight and management of property and facilities including brush clearing, snow plowing, tree removal, fence repair, minor building maintenance, scheduling of facilities maintenance needs, and cleaning of facilities
 - Troubleshoot and perform basic maintenance and repairs to farm equipment, and schedule any other needed maintenance and repairs
 - Oversee equipment replacement by researching appropriate equipment for farm tasks, collecting vendor quotes, preparing proposals for purchase, purchasing approved equipment, and selling used equipment
- Yearly budget planning in conjunction with the Executive Director and monthly expense reporting
- Community outreach
 - Represent CHP at workshops and community events
 - Maintain relationships with community groups
 - Participate in tours with donors and public figures
 - Help with CHP and community events
- Occasional work at our Grafton location (events, training, team building)

Qualifications:

- Bachelor's degree with agricultural focus OR equivalent experience
- Enjoy working with and teaching volunteers of all ages and abilities
- Massachusetts Pesticide Applicator License and experience making safe chemical spray applications compliant with the law
- Experience with Integrated Pest Management practices
- Working knowledge or tree fruit production (apples and peaches) and crop care practices
- Knowledge of best harvest practices and post harvest storage practices of apples and peaches

- Experience using and maintaining farm equipment (pick up trucks, tractors, fork lifts, mowers, sprayers, fertilizer spreaders, mowers, power tools, cultivation equipment)
- Excellent communication skills
- Ability to lift 50 pounds
- Ability to work in all weather conditions
- Flexibility to work some weekend days

Benefits:

- Compensation: \$22-24/hour, depending on experience
- Time off: 20 days PTO (160 hours), 5 days of paid sick time, and 13 paid holidays.
- Potential health care stipend if candidate is enrolled in eligible Health Connector insurance
- Employer-sponsored 401k plan (no match)
- Education/workshop fees for necessary licensure and credits

Interested applicants should email a cover letter, resume, and 2-3 references by March 25th to susan@community-harvest.org.

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.