

Downing Park Urban Farm Manager

Newburgh Urban Farm and Food Initiative, (NUFFI) is hiring for the position of Farm Manager at the Downing Park Urban Farm (DPUF). DPUF is a 2-acre farm that serves as a model for urban growing techniques using organic practices. DPUF features growing in lined, raised beds to prevent contamination from urban soils; in-ground no-till “carbon farming”, a 24’x72’ high tunnel, a flower cutting garden, a small orchard, bee hives and a green house.

The Farm Manager will act as the primary steward of the land to ensure best farm practices and a growing cycle that builds and maintains healthy soil. They will supervise the day-to-day farm operations; donations to local pantries and soup kitchens; farm sales; and volunteers. They will be supported by hiring a farm team.

Duties and Responsibilities Include:

Crop Production, Field Management and Early Greenhouse Production

- Create and lead the execution of the crop plan. Plan must include a diversified selection of vegetables, soft fruits, herbs, and flowers;
- Oversee inventory and maintenance of supplies and tools for seed starting, greenhouse, high tunnel and field production; and
- Establish and follow regenerative and organic standards for crop rotation, cover cropping, fertility management, pest and disease management and weed suppression.

Administration and Coordination

- Budgeting - Play an active role in yearly budgeting and planning session;
- Monitor farm supply inventory and order necessary supplies while adhering to the farm budget;
- Record Keeping - Coordinate Farm Donations, Gleanings, and Retail Sales. Maintain records for Harvest, Sales, Donations and Crop Yields;
- Supervise Support Staff;
- Maintain a volunteer database, track volunteer hours, and be the point of contact for volunteer groups; and
- Create a whole farm inventory- assets, their condition and need for additional purchases.

Education/Outreach

- Maintain relationships with partner youth education programs, local school district, and Community College for on farm programming;
- Develop a seasonal series of workshops and recruit adult educators and workshop presenters;
- Host school and community groups on the Farm; and
- Supervise youth employees and student interns.

Qualifications & Experience

- 5+ years of farm management experience with production-scale diversified vegetable farming preferred, and experience in all aspects of farm planning and employee management.
- Experience working or training in cross-cultural environments, and experience with participatory youth and adult education.
- Experience providing services and support to minority and disenfranchised communities.
- Direct experience developing and managing complex on-the-ground farming operations.
- Detail oriented and able to track farming practices and field records as well as project expenses.
- Past experience tracking and managing farm budgets.
- Excellent written, oral, and intercultural communication skills.
- Reliable transportation and valid driver's license.
- Must be able to pass background check.
- Bi-lingual preferred but not required.

Compensation

\$20-\$25 per hour depending on experience. This is a full-time, year-round position. Full-time employees are eligible for personal and sick days and 10 holidays per calendar year. Full-time employees also receive a quarterly health stipend.

Housing is not provided.

To Apply:

Please submit a letter of interest, resume, and example of writing skills as one document in PDF or Word format outlining 1) your experience with the requirements listed above and 2) why you are interested in this position. Email all materials to newburghurbanfarmandfood@gmail.com with the subject "Farm Manager Application." Applications will be reviewed as received and interviews will begin as needed. Position is open until filled.

Newburgh Urban Farm and Food Inc., is a not-for-profit organization with a mission to empower residents working together to build a just and resilient food system that improves the environment and the health of the community in the City of Newburgh, NY.

NUFFI is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, national origin, religion, gender, gender identity, gender expression, sex, sexual orientation, sexual identity, marital status, disability, age, citizenship status, familial status, ancestry, veteran status, or any other characteristic protected under applicable law.