



FARM OPERATIONS MANAGER

POSITION TYPE: Full Time, overtime exempt

OVERVIEW:

The Farm Operations Manager is expected to support and manage farm operations across all 5 Green City Force Eco-Hub farm sites (Brownsville, Canarsie, East Harlem, Morrisania, and Staten Island) located at New York City Housing Authority (NYCHA) developments. The Farm Operations Manager will work closely with young adults and the program staff of Green City Force to ensure the ongoing operations and maintenance of each site. The Farm Operation Manager will report directly to the Director of Service.

RESPONSIBILITIES

SITE PLANNING, MAINTENANCE AND MANAGEMENT

- Oversee overall grounds maintenance of all sites (totaling ~5 acres) to ensure proper production, upkeep, appearance, safety, and compliance
- Work with Service Coordinators to create and execute year-round crop plans for all sites including ordering seeds, seedlings, soil, compost, and woodchips; preparing greenhouses; and providing guidance on weekly farm tasks and production priorities
- Lead infrastructure planning, construction and repairs, including farm beds, shade structures, compost bins, solar panels, rainwater catchment systems, drip irrigation systems, storage areas, and physical grounds
- Serve as point for farm-site supply deliveries and inventory management; distribute supplies from office to farm sites
- Order/quote bulk farm supplies and related purchases as needed, with sign-off from Director
- Maintain order and management of inventory of all farm sites
- Ensure farm production and operations data is accurately tracked, submitted and reported; prepare written progress reports of the farm sites operations
- Communicate with NYCHA property managers, caretakers, and Tenant Association Presidents on relevant matters
- Support Director as needed with overall compliance with project goals and adherence to all legal agreements and organizational policy and protocol
- With Development Team, provide guidance and support on corporate and group volunteer day activities

TRAINING AND SUPERVISION

- Train Corps Members in weekly sessions focused on developing their technical knowledge of urban agriculture, with supplemental training on horticulture, green infrastructure, carpentry, compost, and other related fields where relevant. Review Corps Member assignments and lead mid- and end- term evaluations; and update existing curriculum as needed

- Provide technical hands-on field training for both Corps Members and new staff
- Support supervision of Corps Members on specific projects or for limited periods of time, coordinating with Service Coordinators/Program Manager to ensure compliance

PROGRAMMING SUPPORT

- Support operations of all Eco-Hub programming, including but not limited to weekly farm stands, fresh tastings, workshops, and annual Harvest Fests
- Print and replenish printed materials as needed, including on-site signage and communications, flyers, and other outreach materials
- Support distribution of Corps Member stipends and Metrocards to service sites, as needed
- With Program Manager/Service Coordinators, plan educational site visits for Corps Members
- Support planning and execution of NYCHA stewardship projects

QUALIFICATIONS

- Passion for GCF's mission, and personal qualities of integrity, collaboration, and collegiality
- Minimum of 5 years of organic small/urban farm production expertise, preferred
- Valid Driver's License and able to drive a cargo van in New York City
- Able to lift 50 pounds
- Able to work a Tuesday-Saturday schedule through the growing season, including early mornings
- Must be able to perform physical farm tasks and work outdoors year-round
- Experience with daily operations and management of multiple project needs
- Experience coordinating logistics of a multi-site project
- Experience with carpentry skills and land design planning
- Demonstrated experience working with youth/young adults and working in low-income communities of color
- Experience in the safe operation and general maintenance of farm tools and machinery
- Excellent verbal and written communication

ABOUT THE ORGANIZATION

- Green City Force (GCF) is an AmeriCorps program that engages young adults who reside in New York City Housing Authority (NYCHA) communities in national service and work experiences related to the environment. In doing so, we prepare them for sustainable careers, while serving to make public housing communities more sustainable and healthier, creating the green city we want to see. Green City Force's large-scale service initiatives reach thousands of residents while creating a platform for our members to grow and lead. Through Farms at NYCHA, GCF teams build urban farms, grow and distribute over 20K pounds of organic produce in six public housing communities across the City. Love Where You Live has reached tens of thousands with sustainability education in homes. Since 2016, we have been expanding our social enterprise to create employment pathways for GCF graduates into good jobs in the clean energy sector. GCF's EmPower team, entirely graduate-staffed and led, won a State-wide excellence in 2018 and GCF's

Illuminators are helping to retrofit NYCHA home by home. GCF graduates, who number over 500, are employed in leading companies in the clean energy and urban agriculture sectors. To learn more, please visit <http://greencityforce.org/>

- *People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Green City Force is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Green City Force is an equal opportunity employer and does not discriminate in its employment decisions, in accordance with state and federal law.*
- *GCF is an Employer of National Service. We recognize the value of skills gained during national service and alumni of national service programs are encouraged to apply.*

COMPENSATION: Competitive salary, medical & dental benefits, generous leave package.

TO APPLY: Please submit your resume and cover letter to jobs@greencityforce.org