



Hiring: Farm Manager

Mission

Healthy Hearts Institute's (HHI) mission is to empower individual and community transformation through Health and Wellness.

Description

HHI has entered a lease agreement with the Housing Authority of the County of Contra Costa (HACCC) to develop a community garden and urban farm on a vacant two-acre lot in the El Pueblo Housing Development located in Pittsburg, CA.

Partnering with the Executive Director, the Farm Manager's primary responsibilities will be to direct and manage the planning, implementation and operation of the Production Farm, with a secondary focus on helping to provide oversight of the community garden.

We seek a Farm Manager committed to the mission, vision and growth of HHI. The ideal candidate will be friendly, energetic and purpose driven. This candidate will have organic urban farming experience, a related college degree or equivalent certification, and a commitment to working toward food equity and environmental sustainability.

This is initially a part-time position 20-30 hours per week, as demand increases this will turn into a full-time position. The pay rate for this position is \$22-\$25 per hour depending on experience.

Qualifications

- Excellent communication skills including public speaking
- Effective leadership, managerial and organizational skills
- Ability to work individually and as part of a team
- Ability to develop and foster professional relationships with people of all ages from a variety of racial, cultural and economic backgrounds, with various lifestyles and sexual orientations
- Ability and willingness to work a flexible schedule
- Ability to lift/carry up to 50lbs pounds occasionally and 15-30 pounds frequently.
- Ability to push or pull wheelbarrow of 15-100 lbs.
- Permaculture and organic farming experience
- Ability to create crop planning and harvest schedules
- Budget management experience
- Proficient knowledge of computer software (Microsoft, Google Apps, Apple Apps)

Responsibilities

- Manage and forecast the seasonal and multi-year operations of the Farm including crop planning, crop rotation and perennial crops
- Develop and administer multi-year plan for increased environmental sustainability at the Farm
- Create an implementation plan and oversee build out of two-acres including soil enrichment, plot preparation, irrigation, infrastructure, and compost system
- Manage the daily and weekly operations of the Farm including but not limited to propagation, soil fertility and integrated pest management, irrigation, planting and harvesting
- Create vibrant experience for visitors, stakeholders, and customers
- Cultivate and maintain exceptional relationships with customers and manage delivery of farm produce to customers
- Maintain tracking of crop selection, rotation, performance, volumes, and revenues
- Monitor and evaluate farm programs, document performance trends, and recommend and implement modifications to improve program effectiveness
- Operate tools and equipment used in crop production, including rototillers, weed abatement and irrigation systems
- Create and implement business and marketing strategy

Financial Responsibility and Reporting

- Maintain detailed accounting of expenditures and revenues for the farm, including grant-tracking and qualitative and quantitative grant-reporting
- Monitor expenditure of funds and execute financial reconciliations
- Advise Executive Director of farm operations progress, budget status, and other related issues
- Develops and manages annual operating budget for all farm related programs.
- Initiate, research and oversee capital improvement projects as necessary
- Publish annual report of farm's progress

To apply for the Healthy Hearts Institute Farm Manager position, send resume, cover letter and references to:

Ray Harts, Founder and Executive Director:
rharts@healthyhearts.co