

## **Job Posting: Community Grow Lead Farm Coordinator**

### **Main Tasks:**

The Farm Coordinator will coordinate the 1.5-acre Flemington Urban Farm, a Community Engagement and Entrepreneurial Development (CEED) project in the neighborhood of Flemington Park. The position also involves supervising and training farmers during the growing season, designing, collaborating on, and implementing a workplan, overseeing farm development and operations and coordinating community engagement events in close collaboration with [Flemington Health Centre](#).

### **Detailed Job Description**

#### **1. Develop, implement, and coordinate production plans and systems:**

- Work with the Urban Agriculture Manager to create and execute a crop plan, field map, and soil fertility management plan for the 2020 growing season.
- Liaise with community stakeholders and project partners to:
  - Provide technical expertise and consultation and/or oversee the installation of farm components such as irrigation, plant stock, storage units, fence, compost;
  - Provide reports on the development of the farm plan.
- Purchase, prepare and maintain all required supplies, tools and small farm machinery.
- Maintain attractive, productive, and ecologically friendly growing spaces, including controlling insects and weeds organically, monitoring fertility, and conducting formal field observation.
- Plan weekly harvest, including setting up systems for farmers, volunteers and residents to participate and track yields.
- Coordinate a community composting program at the farm site, including installing three-cell compost bins, training farmers on the installation and maintenance of the system, and community outreach to use the system.
- Work with distribution channels for on-going produce sales - ie. farmers market, Good Food Program staff, school cafeterias, restaurants, on-site farm stand, etc.

#### **2. Supervise and Train Farmer and Volunteers:**

- Convene and facilitate a Farmer Advisory group comprising of community members, farming experts, partners and other stakeholders
- Coordinate the delivery of capacity building training and knowledge exchange sessions for farmers (crop planning, season extension, soil health, irrigation etc.)
- Coordinate the development of standards and ensure site safety through best practices for safe use of tools and supplies, and ensure people on-site receive training as appropriate.

### **3. Administrative Tasks**

- Track revenues and expenses associated with CEED Flemington farm sites
- Ensure all relevant documentation/records are maintained and kept in a secure location
- Facilitate evaluation processes and support reporting to funders
- Participate in FoodShare staff and team meetings, all staff training, and reporting requirements (such as timesheets) and handle other duties as assigned

### **Qualifications, Knowledge and Experience**

- Minimum of 2 years of full season agriculture experience.
- Minimum of 1 year of full season farm management, including creating production and postharvest handling plans, and supervising farm staff or volunteers
- 2+ years of experience with community organizing and coordinating community groups
- 2+ years of experience working with farmers, food producers, residents, government representatives, service agencies and community stakeholders
- Demonstrated ability to work respectfully with people of different ages, genders, abilities, cultural backgrounds, and individuals who experience marginalization
- Demonstrated commitment to the principles of food justice.
- 2+ years of demonstrated experience in project coordination
- 2+ years of facilitation skills across varied people groups with the ability to think quickly and creatively problem solve
- Demonstrated ability to work independently and as a team
- Good computer skills (e.g. spreadsheets, google suite, and emails)
- Ability to prioritize multiple responsibilities, follow-through, and meet deadlines.

### **Requirements:**

- Lifting and moving up to 40 pounds
- Working outdoors and on your feet for long periods of time
- Available on weekends and outside of regular business hours on occasion
- Hold a valid Ontario Driver's License

Please note that the successful applicant will be required to obtain a Vulnerable Sector Check, Food Handler Safety certification and Emergency First Aid certification. FoodShare will cover the cost of these certifications.



**Reports to:** Urban Agriculture Manager

**Salary:** \$42,000 annually plus benefits

**Hours of work:** 37.5 hrs/wk

**Contract Length:** 2 years.

**Approximate Start date:** September 16, 2019

Probationary period is three months. This position requires a combination of office and outdoor work (in garden/farm sites) as well as travel within the community

**TO APPLY:** Please send applications to Human resources at [hr@foodshare.net](mailto:hr@foodshare.net) by 5:00 pm on August 16th, 2019

**Please note:**

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – [hr@foodshare.net](mailto:hr@foodshare.net). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.