



www.alemanyfarm.org
site: 700 Alemany Blvd, SF
mail: 1047 Bush St. #10, San Francisco CA 94109

Job Opening: Friends of Alemany Farm Assistant Farm Manager and Operations Lead

Employment: full-time, exempt

Job Description and Responsibilities

Friends of Alemany Farm is seeking an experienced, passionate and organized new team member to help support the horticultural production, programming, and operations of Alemany Farm; a 3.5 acre organic farm ecosystem in southeast San Francisco. The Friends of Alemany Farm's mission is to grow food security and educate local residents about how they can become their own food producers. Together with hundreds of volunteers we grow more than 24,000 pounds of organic fruits and vegetables annually, all of which is given away for free. It is the largest food production space in San Francisco.

The Assistant Farm Manager and Operations Lead will need extensive gardening/farming *and* communications/operations experience. Candidates must be self-motivated, community-minded, detail oriented, and be able to work collaboratively and independently with staff and volunteers.

Working with the existing Farm Manager and the volunteer co-managers of the Friends of Alemany Farm, the Assistant Farm Manager and Operations Lead will support horticultural production, volunteer and intern management, farm communications, budget and financial tracking, and will participate in social media, fundraising efforts, and educational activities.

Approximately 55-60% of time:

- Help organize, prepare for, and run three to four work sessions per week at the farm. Each session includes assisting in the management of farm interns and volunteer groups of 8-35 people
- Assist in weekly and seasonal farm planning, horticultural decisions, farm maintenance, irrigation, pest and disease management, and annual crop planning
- Participate in supervision and implementation of planting, crop maintenance, fertilizing & pest control, harvesting, post harvest handling, greenhouse work, irrigation, fruit tree care, and infrastructure maintenance
- Help document each work session and harvest

Approximately 35-40% of time:

- Monitor farm email account and respond to or forward inquiries as necessary
- Communicate and follow-up with corporate and volunteer group requests, donation tracking, and invoicing
- Assist in managing the site activities calendar
- Work collaboratively with FoAF members on development and fundraising efforts, including prospecting and writing grants, grant reporting, budgeting
- Support with budgeting and bookkeeping in collaboration with other FoAF members

Approximately 3-5% of time:

- Participate in monthly evening meetings of the Friends group and additional meetings as necessary

Required Skills and Experience

- At least 3 years experience in organic food production or urban gardening; including but not limited to: crop planning, crop maintenance, composting, greenhouse management, pest and disease control, and irrigation
- At least 2 years experience with organizational communications and operation management.
- Experience managing groups of 8-20 people, preferably in an outdoor or farm setting
- Strong oral and written communication skills
- Strong skills in interpersonal communication, collaboration, and emotional intelligence
- Self motivated, demonstrating the ability to take initiative, work independently, be flexible, and think creatively
- Demonstrated ability and/or experience working in communities with high risk of stress and trauma
- Demonstrated ability and willingness to work with community members from diverse cultural backgrounds
- Knowledge about and commitment to social and racial justice
- Ability to act as a role model and demonstrate appropriate work ethic and behavior
- Capable of working in a fast-paced outdoor environment
- Ability to lift 30+ pounds from floor to table height
- Strong time management skills, attention to detail and follow-through
- Value and ability to work and think collaboratively

Desired Skills and Experience:

- Bilingual and/or bi-cultural preferred (desired languages include Spanish and Cantonese)
- Computer and project management skills a plus

Work Schedule: This position will work 3-4 shifts per week at the farm, which occasionally include weekends; with additional administrative responsibilities off-site the farm. This position also includes at least one evening meeting per month. Exact schedule will be determined upon hire.

Wage Range: \$48,000 - \$52,000 annually DOE

Benefits: Vacation and sick leave, health insurance, 401(k), and flexible spending account.

To Apply: Please send a cover letter and resume (as one .pdf file) to Abby Bell, Alemany Farm Manager: alemanyabby@gmail.com. Please include in the subject line, "Farm and Operations Position". *Applications are accepted on a rolling basis. Position is open until filled.*

Application deadline: October 4, 2019

About Friends of Alemany Farm

Friends of Alemany Farm is a collective, non-hierarchical group of volunteers who work with our paid staff members to collaboratively manage the horticulture production, programming, and operations of the farm.

The Friends of Alemany Farm is a project of the San Francisco Parks Alliance.

Friends of Alemany Farm is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.