



## Community Farm Assistant Manager Job Description

The Bounty Community Farm plays an important role in helping transform Petaluma's food system by growing healthy food for our community, engaging community members in the process of growing food, and improving food literacy of all people through volunteer opportunities, field trips, and experiential education.

The Assistant Farm Manager implements all aspects of the 2-acre educational farm with small orchard, including production of a mixture of 40 crops for sale and distribution through a CSA, farm stand, and farmers' markets, and co-managing volunteers and interns. The Assistant Farm Manager will be directly supervised and supported by the Director in implementing an existing crop plan and farm management plan. The Assistant Farm Manager will also work closely with the Education & Engagement Coordinator on hosting and supporting education, internship, and volunteer programs.

### Primary responsibilities include:

- Implement organic crop plan, long-term soil fertility plan, production plan and pest management plan
- Work with Director to oversee and participate in tillage and cultivation, including safe operation of farm equipment, irrigation, and greenhouse propagation
- Execute basic maintenance of farm facilities
- Maintain records and support submission of paperwork for county and state permits and certifications
- Work with Director to ensure operations stay within the annual budget
- Coordinate farm volunteer, youth job corps, and internship programs alongside Engagement & Education Coordinator
- Build upon distribution infrastructure for CSA, Bounty farm stand, Petaluma Farmers Market, donations, and retail sales
- Implement propagation plan for annual Petaluma Bounty Plant Sale
- Represent Petaluma Bounty and Bounty Community Farm to the public
- Implementing day to day operations of farm, delegating where appropriate, while periodically assessing and communicating progress toward annual goals

### Skills and qualifications:

- Commitment to Petaluma Bounty's mission and goals
- Commitment to organic, sustainable farming standards
- Ideally, two or more years organic farming experience, including increasing responsibilities and familiarity with CSA and Farmers Markets programs
- Ability to drive a tractor and utilize farm equipment in a safe and effective manner
- Ability to lift 40+ pounds regularly, bend, lift, climb ladders, reach, dig, do physical labor for upwards of eight hour days, and work outside in all weather conditions
- Good CA DMV record
- Experience and ability to coordinate volunteers
- Experience and ability to teach diverse audiences at varying skill levels
- Demonstrated communications and interpersonal skills
- Experience and ability working with people of all ages from diverse ethnic and cultural background
- Self-motivated and self-managing including time management

## Community Farm Assistant Manager Job Posting

- Good record-keeping and computer literacy. Proficient in Word, Excel, and Google Docs
- Flexible and understands unique challenges of farming in community and commitment to meeting those challenges on a daily basis
- Ability to speak and understand Spanish is highly recommended

**Compensation:** \$32,000 to \$34,320 per year, depending on experience plus full medical, dental benefits, and paid vacation.

To apply for this position, please send your resume and a cover letter to [jobs@petalumabounty.org](mailto:jobs@petalumabounty.org), with "Assistant Farm Manager Applicant" in subject. Interviews scheduled on a rolling basis. Approximate start date is first week in August.

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