



## **JOB POSTING**

### ***Farm Production Coordinator***

#### **ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Farm Production Coordinator is responsible for implementing all production aspects of the Food Shuttle Farm to ensure the timely execution of all farm activities in collaboration with the Farm Production Manager. The scope of the position includes executional aspects of crop planting, irrigation, maintenance, harvest, and processing. It also includes field, grounds, greenhouse, facility, and equipment maintenance. This position works closely with Farm Staff and Volunteers to ensure program goals are met. The Farm Production Coordinator is based on the Farm but travel to other Food Shuttle sites and other locations in our service area may be required. This is a full-time, non-exempt position*

#### **DUTIES AND RESPONSIBILITIES**

- Facilitate success of production goals in collaboration with the Farm Production Manager.
- Complete weekly and monthly resource need projections to communicate to Farm Production Manager.
- Communicate Farm crop production policies and procedures in collaboration with the Farm Production Manager.
- Communicate and adhere to GAP, food safety, and food handling procedures at all points of the production process in collaboration with the Farm Production Manager.
- Record, complete, and communicate all necessary documentation.
- Execute all aspects of Farm crop production including mechanized aspects of field preparation, planting, cultivation, and pest control in all growing spaces.
- Operate Farm machinery and equipment to perform necessary tasks as required.
- Implement transplanting and greenhouse operations including seeding, watering, fertilizing, and integrated pest management practices.
- Develop and implement seasonal crop plan in collaboration with Farm Production Manager.
- Ensure harvested crops meet established standards for quality and quantity.
- Build soil health through soil management including application of amendments and stormwater management.
- Ensure maintenance and sound mechanical and cosmetic condition of all Farm machinery in collaboration with Farm Production Manager.
- Communicate regularly with the Farm Production Manager and Farm Staff about progress, difficulties, and needs related to Farm production.

- Communicate safe, efficient methods of all aspects of Farm production and protocol with Farm Staff, Interns, and Volunteers.
- Attend and participate in all Department, Staff, and Development meetings, report progress, and collaborate across departments for more effective programming.
- Represent and promote IFFS and IFFS Farm programs at local events, workshops, meetings, conferences, etc.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

- Bachelor's Degree or equivalent combination of education and/or experience in agriculture or farming preferred
- 1+ year of farm experience required, preferably on a diversified produce farm
- Experience with field preparation and cultivation, and organic weed and pest control principles required
- Knowledge and skill in using basic maintenance and construction tools
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Skills in mechanical equipment operation and maintenance
- Skills in small engine maintenance and repair
- Skills in written and oral communication
- Comfort with interacting with individuals from varying backgrounds
- Ability to pass a criminal background check
- Valid North Carolina Driver's License and insurable driving record

## **CORE COMPETENCIES**

- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- **Results Orientation:** The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.

## **WORKING CONDITIONS**

Frequent interaction with Volunteers.

Frequent, potentially heavy physical work outdoors in all weather conditions and temperatures can be anticipated.

Light computer work is expected with extended hours as needed.

Primarily outdoor work.

## **PHYSICAL REQUIREMENTS**

Must be able to lift and carry 50 lbs.

Must be able to stand, lift, bend, sit, and work on your feet for an extended period in outdoor settings in a variety of weather conditions.

## **DIRECT REPORTS**

None

**COMPENSATION & BENEFITS** Pay Rate: \$19.00 to \$21.00 per hour based on qualifications and experience .  
Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***