

## **Heartland Farm Organic Farm Manager**

**POSITION SUMMARY:** Maintain and develop organic production of food, field crops and animals on 80 acre organic farm in all weather conditions. Operate and perform maintenance on farm equipment. Prepare and present programs. Market and sell produce and alpaca related items. Reside in community with other staff members sharing work responsibilities.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Possess broad knowledge of organic practices including field-scale production.
2. Possess a strong Earth Care ethic and desire to engage the locale in healthy food choices.
3. In collaboration with Farm staff, plan, develop and implement programs/schedules for growing food, field crops and vegetables. Care for plants/grounds pre-planting to post harvesting.
4. Market products and services provided at and through Heartland Farm.
5. Keep and maintain accurate records for farm including animal production, planting, fertilizing and production.
6. Operate, maintain and service various hand tools, farm machinery, equipment, buildings, vehicles, etc. Possess carpentry and mechanical skills to maintain buildings, greenhouses, fencing, animal and production related activities.
7. Maintain orderliness and cleanliness of vehicles, tools, equipment, grounds, machinery and supplies. Maintain stock of various supplies. Order supplies? In consultation with administrator for farm-related expenses.
8. Supervise, train, educate and direct staff, interns, apprentices and volunteers.
9. Oversee animal care: vaccinations, shearing, butchering (alpacas, chickens).
10. Schedule harvests.
11. Give farm tours and presentations as needed.
12. Market and research products/animals produced on farm. Research when necessary.
13. Ability to communicate clearly and effectively with staff, interns, apprentices and volunteers.
14. Market and sell produce at Farmers Markets and other venues.
15. Prepare meals/snacks with other staff members living or visiting farm.
16. Prepare and participate in yearly budget preparation? yes
17. Attend meetings, seminars to enhance knowledge of organic farming trends, techniques, etc.

**EDUCATION:** Need your help w/this. Minimum: HS diploma + 2 yr. equivalent either on-the-job community college, college in organic agriculture, food and produce marketing

**EXPERIENCE:** 2 years of experience in organic farming practices, processes and techniques. Experience with farm machinery and equipment and animals.

**KNOWLEDGE:** Possess a broad knowledge of organic practices including field-scale production. Possess a broad knowledge of animal and organic crop production-related activities. Have knowledge of safety procedures/precautions when working with or near farm equipment/machinery and animals.

**SKILLS/REQUIREMENTS:** Ability to operate and maintain machinery, storage areas, buildings, greenhouses, fencing, and other animal and production-related activities. Have basic computer skills for marketing, research, record-keeping and communications. Must have valid driving license.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** Flexible hours based activities and projects. Occasional situations where weather and/or other factors create unpleasant working conditions. Large amount of walking, stooping, bending, lifting, pushing/pulling equipment and supplies. Ability to lift 50 pounds. Exposure to cuts, bruises and dismemberment while using equipment.

This is a full time position.