

Farm Manager

Community Action of St. Louis County (CAASTLC) is seeking Case Managers. We are committed to helping the families and communities of St. Louis County prevent the conditions of poverty for present and future generations.

The Farm Manager manages administrative and record-keeping tasks related to the farm business and overall success of the farm project. Develops and manages all aspects of the Spanish Lake farm production fields, including growing vegetables, fruits, and herbs, and identifying and selling them in local markets and on-site. Oversees Farm Specialist, as well as other program employees and volunteers. The Farm Manager speaks to public groups that visit the farm for educational outings and classes. Assists with identifying, synthesizing, and executing grant opportunities as they arise. Develop a vision for the farm program, and make certain that Seeds of Hope Farm remains relevant to the overall mission of CAASTLC.

The Farm Manager supervises the Farm Specialist, farm apprentices, interns and volunteers.

Responsibilities include:

- Maintain farm infrastructure and landscape.
- Manage seed ordering and material acquisition.
- Produce annual field plans.
- Plan and implement weekly planting schedule.
- Manage insect and weed control, fertility monitoring and general field observation.
- Manage cultivation activities.
- Manage irrigation planning and implementation.
- Manage soil-building program, including composting.
- Manage team meetings for planning, evaluating and reporting, including farm grant initiatives, events and programs including food distribution strategies and STEM (Science, Technology, Engineering and Mathematics) classes.
- Plan weekly harvest and distribution schedule.
- Assist with planning for long-term farm development.
- Coordinate produce and develops culinary, market and educational programs.
- Maintain contact with agricultural representatives, including research, conservation, regulatory, commercial, and processing personnel.
- Serve as an active and willing team member to ensure quality service delivery to all Agency customers/families.
- Assist in setting program outcomes, and targets and provides monthly and quarterly program reporting updates.
- Represent the Agency at various meetings and network associations.
- Maintain working relationship with community members and on-site church and food pantry staff.

Requirements include:

- Bachelor's Degree in Social Services, Landscaping, Permaculture or related field preferred
- Previous experience in farming/farm management required.
- Supervisory experience preferred
- Must possess valid driver's license and good driving record.
- Demonstrated farm planning experience and working knowledge of farm infrastructure
- Carpentry skills a plus
- Experience working with farm machinery
- Experience in full-season farm management

- Must have computer skills, including Microsoft Outlook, Word, Excel and PowerPoint, and ability to navigate the internet.
- Experience working with youth and community groups
- Good written and verbal communication skills
- Basic accounting and cost-control skills
- Good organizational and record-keeping skills
- Proven leadership and management skills, with experience working in a team environment
- Ability to effectively prioritize and execute tasks in a fast-paced environment
- Ability to work independently in a team-oriented, collaborative environment is essential.
- Must be able to work flexible hours, including some early mornings, evenings and weekends.
- Position requires heavy physical exertion and repetitive physical work.
- Must be able to work outdoors.
- Must be able to lift items weighing at least 50 pounds.
- Some travel may be required.

We're seeking someone to develop a vision for the farm and farm program, and make certain that our Seeds of Hope Farm remains relevant to our overall mission.

If you have the experience and want to be a part of our mission, we'd like to talk with you. Please forward your resume, along with a cover letter, to our Human Resources Director at smoss@caastlc.org.