



Farm Manager & Educator

Location: East Bay

Reports To: Deputy Director

FLSA: Salaried-Exempt (*Full-Time*)

Compensation: 65k/yr

Description Updated: September 2023

Summary

Acta Non Verba: Youth Urban Farm Project's (ANV) is a 501c3 nonprofit organization whose mission is to elevate life for youth and their families in Oakland and beyond by challenging oppressive dynamics and environments through urban farming and access to the natural environment. Founded and led mainly by women and People of Color, ANV engages youth and families in safe and creative outdoor spaces in Oakland and the East Bay, CA. ANV strengthens young people's understanding of nutrition, food production, healthy living, the natural environment and strengthens their ties to their community.

Our vision for the future is for a community where youth and their families have access to healthy foods, healthy environments and to inspire all people to strive to be their best to live a fuller, more confident life.

Acta Non Verba seeks a motivated and talented individual who will play a major role in advancing the organization's mission and achieving greater scale and sustainability. Ideal applicants have a passion for youth empowerment, urban farming and the natural environment, have knowledge of fundraising practices, and possess a willingness to learn and an entrepreneurial spirit.

**Essential Duties
&
Responsibilities**

The Farm Manager & Educator is an essential part of the ANV team. This person reports directly to the Deputy Director and works in conjunction with the Farm Team, Camp ANV & After School Program Director for planning. This unique position combines youth development and education with the business of organic farm production. This position requires experience with youth in community based non-profit organizations, strong communication skills and a learning as-you-go attitude. This person must pay attention to details, have a positive attitude, willingness to learn new information, and identify and lead a number of tasks on the farms. This position allows for creative input, outdoor work and hands-on farming skills. The Farm Manager will create engagement opportunities for the community, lead volunteer groups, and develop partnerships and collaborations with relevant organizations throughout Oakland and beyond.

**Physical &
Mental
Requirements:**

This position requires typical physical demands for farm labor, such as frequent moving about the space, prolonged stationary position, reaching, constantly positioning self to achieve task, working low to the ground, regularly moving items up to 50 lbs and working indoors and outdoors in cold, hot or wet conditions on uneven surfaces. *Must have a driver's license, auto insurance, and reliable transportation.*

Be on time to scheduled shifts, learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate with visitors, ability to complete tasks in situations that have a speed or productivity quota.

**Description of
Duties:**

Farm Management:

- Establish and maintain farming systems and farm culture. This includes setting goals to expand productivity, expectations and standards while integrating youth and community
- Coordinate weekly work plan: watering, planting, transplanting, sowing, maintenance, composting, harvesting, deliveries, outreach and community relations
- Manage day to day operations of four farms in Oakland, CA
- Volunteer recruitment, orientation, and management
- Adhere to planting plan, and ensuring continual harvest for CSA and restaurants
- Outreach and communication to restaurant partners (current capacity is 10 or less restaurant partners)

- Coordinate and deliver to restaurants and BeetBox CSA
- Recruit and manage interns
- Regularly maintain farm supplies and tools utilizing file tools, soap, water, etc. Ensure that all tools are equipped with necessary safety devices and that any damaged or missing equipment is promptly reported to the Deputy Director.
- Conduct maintenance as necessary on ANV Farm Equipment and update Maintenance/Inspection log
- Manage greenhouse to supply three farms with starts for all plantings
- Maintain weekly and monthly open farm hours to work with community members or group visits that come to farm
- Post to social media outlets, (FB and IG) to celebrate and promote farm activities
- Periodic visits to schools to do talks/panels on urban farming, food justice and sovereignty
- Coordinate with staff to table events at schools and festival, to do outreach to the community (Virtual outreach too)
- Creating value-added foods (honey, herb mixes, pickled goods, jellies and jams)
- Coordinate Monthly Community Farm Day (1st Saturday)
- Attend team meetings: contribute to creating agenda and provide updates
- Weekly farm walk-through with Deputy Director
- Attend training and conference periodically to increase knowledge
- Track and record administrative farm processes that have been implemented
- Write grants and complete associated reporting
- Create monthly blurb about Farm happenings & opportunities for Org. & CSA newsletter
- Creation of feedback loop via Google Survey/ dial my calls/ mailchimp, etc. Tracking , production numbers, available crops, sales, etc.
- Manage farm team members to accomplish the above mentioned tasks
- Coordinate Farm Team to maintain nursery and community garden operations and administration
- Care for the chickens; coordinate with farm team to ensure weekend and holiday coverage
- BackYard Gardeners Program: support BYG coordinator with general operations and builds

Farm Education:

- Plan, document and facilitate curriculum-based lesson plans (ASP – 1x/week, Camp – up to 3x/week) and with seasonal and age appropriate lessons, activities, and projects on: water, soil, seeds, planting, production, harvest of annual crops while considering the marketing, land use, food justice, nutrition, elements of the conversation.
- Communicate the correct way to use hand tools to youth by doing a safety briefing during each lesson. Ensure that the equipment handed to youth is appropriate to the size and ability of the youth.
- Coordinate with ASP/Camp teams about logistics of farm visits and planned activities
- Working with team members to plan seasonal camps
- Collaborate with Farm to Table Chef about availability from farms (during camp)
- Have working knowledge of the importance of an integrated pest management systems to share with youth
- Teach pruning of perennials

Administrative:

- Collaborate with and maintain regular communication with Camp/ After School Director, Counselors and Office Manager
- Replying to internal and external emails in a timely manner
- Scheduling farm visits with community members and organizations
- Monthly harvest quantity report
- Update Seasonal Produce Price Sheet
- Respond to farm requests and inquiries
- Coordinate farm staff, volunteer and intern duties
- Hold and attend meetings, trainings and events as appropriate

Knowledge & Skills

- 1-2 years of farm production experience/ training.
- 5 or more years of working with Black and Brown youth ages 4-13 years old.
- A skilled leader with an ability to motivate, coach, and develop youth farmers
- Positive, optimistic, and energetic personality
- Confident and inclusive leadership style
- Be receptive to learning new methods of farming/gardening and sharing existing knowledge of farming/gardening
- 1 year of experience on a farm (preferable organic)
- Excellent people skills, customer service skills, and effective communication
- On-Time, reliable, and Ready to Work

- High energy. Self-motivated, and a willingness to work on tasks independently and within a group.
- Ability to use a computer/tablet/smartphone and familiarity with (or ability to learn) new computer and web applications including but not limited to spreadsheets, messaging apps, etc.

Additional Requirements

This position requires typical physical demands for farm labor such as moving about the space, prolonged stationary position, reaching, stooping, working low to the ground, lifting up to 50 lbs and working indoors and outdoors in cold, hot or wet conditions on uneven surfaces. Must have a driver’s license, auto insurance, and reliable transportation.

Compensation & Benefits

- 30+ hours per week, Monday - Friday
- Compensation: Starting at \$21 per hour
- Health Care Benefits (At full time)
- Other benefits potentially available depending on financial growth and stability of the organization.

Strongly Desired:

- BA/ BS in Agriculture, Biology, Earth Sciences, Education, Social Work, Sociology, Community Studies, or other related fields
- Bi-Lingual English/ Spanish /Arabic / Pashto
- Excellent people skills, customer service skills, and effective communication
- On-Time and Ready to Work
- High energy. Self-motivated, and a willingness to work on tasks independently and within a group.
- Strong verbal, writing, social media, and print media skills
- Familiar with East Oakland Community

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Proposed Work Schedule (subject to change at the discretion of ANV):

Task*	Team	Day	Details
	<input type="checkbox"/> BeetBox CSA <input type="checkbox"/> A’s Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	<input type="checkbox"/> BeetBox CSA <input type="checkbox"/> A’s Farm	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday	

	<input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	<input type="checkbox"/> BeetBox CSA <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
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	<input type="checkbox"/> BeetBox CSA	<input type="checkbox"/> Sunday	

	<input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
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	<input type="checkbox"/> BeetBox CSA <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input checked="" type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	

* While we are not currently participating in the Sunday farmers market we would like to consider rejoining, capacity permitting.

If you have any questions, please reach out to our Deputy Director, Aaron De La Cerda at aaron@anvfarm.org or call (510) 878-7235.

Acta Non Verba (ANV) is an equal employment opportunity employer and strongly encourages diverse candidates to apply. ANV does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, when not substantially job-related), citizenship status, or any other basis prohibited by law.

Women, Black, Indigenous and People of Color are strongly encouraged to apply. APPLY HERE:

<http://bit.ly/TeamANVCamp>



JOB APPLICATION