



Farm & Operations Assistant

Location: East Bay

Reports To: Farm Team

FLSA: Hourly/Non-Exempt (*Full-Time*)

Compensation: Starting at \$21/hr, commensurate w/experience

Description Updated: October, 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 & Operations Assistant is an essential part of the ANV team. This person reports directly to the Farm Managers and Deputy Director. This unique position combines community engagement with business administrative work and organic farm production. This person will also use their knowledge and passion for farming to fuel their work in ANV's Farms program and its mission in supporting localized, community led farming.

In this capacity you will be working between two of ANV Farms key components: Farm and operations, to strengthen the local food system while eliminating barriers to community involvement. This position requires experience with community based non-profit organizations, strong communication skills, administrative tasks, and a learning as you go attitude.

This person must pay attention to details, have a positive attitude, willingness to learn new information, and assist in/ lead a number of tasks on the farm. This position allows for creative input, outdoor work and hands-on farming skills, as well as administrative assistance and community engagement.

**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. The operations portion of this role requires working at a computer and taking notes regularly.

Our ideal candidate will 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. *Must have a driver's license, auto insurance, and reliable transportation.*

ANV Farms:

- Attend Open Farm Hours @ ANV's Farm locations: currently scheduled for Monday, Wednesday, & Friday from 2:00pm - 5:30pm - *these hours are subject to change at ANV's discretion and as necessary*
 - Volunteer recruitment, orientation, and management
 - Will be required to travel to multiple ANV farm sites in Oakland.
 - Maintain farms by: Watering, planting, fertilizing, harvesting, incorporating natural/organic pest management, weeding, conducting repairs, picking up trash along perimeter of farm & assigning age-appropriate tasks to youth who seek to help
 - Delegate tasks and projects to volunteers and student interns such as seed-saving, composting, and bed preparation.
 - Assist community members harvesting, weighing & tracking produce
 - Utilize hot compost, static compost, and vermicompost methods to convert food scraps and plant debris.
 - Harvest, prep, pack, and transport produce for farmers markets
 - Assist the Farm Manager in the creation of a seasonal crop-plan.
 - Maintain regular communication with the program managers and open communication with Camp/After School Directors and Counselors to ensure access to farm spaces
 - Ensure the safe use, maintenance and storage of all farm equipment and tools
 - Keep attendance of all farm visitors by using the Check-Ins App on the iPad
 - Carry out weekly work plan tasks and contribute to monthly farm report: youth attendance, donations, harvest yields
 - Be receptive to learning and implementing new methods of farming/gardening and sharing knowledge of sustainable farming/gardening practices
 - Assist with planting, maintaining, harvesting, washing, storing, packing and selling produce
 - Develop and discuss alternative and innovative strategies for farm planting and maintenance which applies to intensive small-acreage farming
 - Use See-Click-Fix App to report illegal dumping and damages to the park
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- Other farming, administrative, youth development, mentoring, and project support tasks may be assigned from time to time
- Volunteer recruitment, orientation, and management

Operations:

- Meet bi-weekly with Farm Managers
 - Coordinate with Farm Managers to place orders and coordinate pick-up/deliveries of farm supplies
 - Communicate with and support farm team to ensure program and organizational goals are clear, effectively prioritize and on target
 - Encourage an organizational culture characterized by open communication, inclusion, teamwork, and a commitment to values, service and outcomes
 - Assist Farm Managers on tracking contractor and program expenses
 - Work with the Farm Managers to plant critical special projects and events such as
 - Reply to inquiries and schedule that come in via email for; Farm visits, corporate workdays, field trips
 - Send and receive contracts and invoices regarding farm visits
 - Assist Farm Team in keeping accurate records of all matters relating to the operation of the greenhouse, compost and farm
 - Utilize Clearstream to communicate with community members about produce availability at the farm, events at the farm, and CSA distribution at the farm.
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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.

Compensation & Benefits

- 30+ hours per week, Monday - Friday
- Compensation: Starting at \$21 per hour, commensurate with experience
- 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

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

Task*	Team	Day	Details
Attend In-Person Farm Team Meetings	<input type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	2-3pm Weekly on Thursday @ WOFP

(mandatory for everyone)	<input type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input checked="" type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday	
Farm Maintenance & upkeep	<input type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input checked="" type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	1pm - Close Assist Farm Manager with day to day tasks: <ul style="list-style-type: none"> - Weeding - Watering - Planting - Chicken care
Dedicated time to administrative tasks; emails, calendaring, inventory, etc.	<input checked="" type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input checked="" type="checkbox"/> West Oakland Farm Park <input type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	9am - 12pm This time is flexible, use as necessary to complete admin tasks
WOW Farm Maintenance	<input type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input checked="" type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday	9am - 1pm Weeding, watering, composting, mulching, seeding, transplanting, harvesting, general maintenance, cleaning, minor repairs
Check In w/ Farm Manager	<input type="checkbox"/> Operations <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"/> Sunday <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Regularly schedule (TBD) check-ins: request for support, updates, clarifications, clarifying tasks, etc.
	<input type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input type="checkbox"/> West Oakland Farm Park <input checked="" type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday	
	<input checked="" type="checkbox"/> Operations <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 checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday	
WOW Farm: Harvest and Delivery Day	<input type="checkbox"/> Operations <input type="checkbox"/> A's Farm <input type="checkbox"/> Tassa Farm <input checked="" type="checkbox"/> West Oakland Farm Park <input checked="" type="checkbox"/> WOW Farm <input type="checkbox"/> Meeting/ Other	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday	9am-1pm Will happen in coordination with all farm team members
First Saturdays of the month: Community Farm Day	<input type="checkbox"/> Operations <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 checked="" 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	Open farm from 11-4pm, lead volunteer orientations, coordinate volunteers to complete projects or host a workshop, etc.

* 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