



# PHOENIX COMMUNITY FARM

## Farm and Education Manager

Location: Midland, MI (in-person work required)

Salary: \$35,000-\$40,000 based on experience, paid time off

Additional Perks: Free produce, flowers, and seedlings from our Farm

Start Date: Early April 2024

Schedule: Salaried, average 40 hours/week. Flexible schedule includes occasional weekend farmwork and volunteer days, weekly evening commitment in the summer, and occasional weekend or evening events throughout the year.

### About the Position

The Farm and Education Manager is a significant contributor to the mission of Phoenix Community Farm. We seek someone who loves working with people and getting their hands dirty! This is a physically demanding position requiring comfort outdoors in all weather conditions. This is also a position that requires great people and teaching skills. Much of the work on the farm is done with volunteers, with a significant need for volunteer coordination, training, and teaching. This person will also supervise farm intern(s) during the summer season. This person will teach community education and teach Windover High School student classes.

In this role you will be working closely with our Executive Director and be responsible for coordinating and leading our gardening programming as well as educational activities. This person should be able to lead workshops and classes about various environmental, agricultural and food related topics.

### Responsibilities

As the Farm and Education Manager, your work will vary greatly. Summer season will focus on produce production and donation and winter season will focus on education, planning, and administrative duties.

Summer season: 50% Farm management, 25% education, volunteer management and sales, 25% Marketing and other administrative.

Winter season: 50% educational activities, 25% Farm planning, 25% Marketing and other administrative.

You will be expected to manage the following:

- Garden planning including but not limited to: Seed starting and transplanting, growing bed preparation, mulching, and pest management
- Supervise crop management and harvesting
- Volunteer training and coaching, as well as tracking individual volunteer hours
- Participate in Windover High School student educational planning and teaching
- Organizing volunteer activities and educational offerings

- Assisting in general marketing, fundraising, and sales development activities

## Qualifications

Phoenix Community Farm is ideally looking for someone who has strong farming skills as well as strong teaching skills who is motivated by our mission.

In addition, we are seeking:

- Kind and open attitude towards colleagues, volunteers, and community involvement
- Enjoys working outside in a physical capacity
- Ability to think critically and independently manage complex educational and farming challenges
- Strong communication skills- Comfortable communicating in person, by phone, email, in front of groups, and to various audiences.
- A bachelor's degree
- Interest or training in nonprofit management
- Interest or training in educational programming or teaching
- Ability to operate some farm equipment
- Ability to lift 30 lbs repeatedly, plus comfort with shoveling, bending, and kneeling

## Who We Are

We currently manage a 1-acre garden on a shared property with Windover High School and a 2 acre property with a volunteer in Freeland, MI. Since 2019, Phoenix Community Farm has been helping our community meet the basic need for fresh, healthy produce. We are not trying to meet this need this alone. We are the first step of a strong local effort. To date we have donated over 50,000 pounds – well over 200,000 servings of healthy fruits and vegetables –through the both local and regional partner organizations, as well as our own produce stands.

Not only do we donate produce, but we also work to empower our community to “Grow Healthy Together” through numerous educational opportunities. Every season we invite individuals and families into our garden space to learn as they grow, consume, and preserve what they can. During the school year we collaborate with Windover high school students.

### Application Instructions:

Please include a cover letter and tell us about yourself, including your work/life experiences, why you’re interested in and a great fit for this position along with your resume. Individuals selected to interview are asked to provide contact details for three professional references. Applications will be reviewed as they’re received, so we encourage interested applicants to apply as soon as possible. Positions open until filled.

Email phoenixcommunityfarm@gmail.com