

Catholic Charities
12 E 5th Ave, PO Box 2253
Spokane WA 99210-2253
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JOB TITLE: Vinegar Flats Community Farm Coordinator

JOB PURPOSE: The Farm Coordinator position is responsible for the hands on-coordination of production of food crops and management of the garden as a positive community-space. This includes determining cropping and cultivation plans, day-to-day supervision and implementation of tasks and projects, management of production from seed to sale, including coordination of harvest and distribution for one farmers' market, CSA deliveries and various donations and distribution of produce. The Farm Coordinator will work closely with the Volunteer Coordinator in oversight and support of vocational trainees and volunteers, and will have the opportunity to provide educational support to all those participating in farm activities.

FSLA STATUS: Non-Exempt

ESSENTIAL FUNCTIONS:

1. Coordinate production of food crops and management of garden space, including cropping plans, maintenance and inventory of equipment, and scheduling for garden operations including planting, weeding, watering and harvest.
2. Provide oversight for, and work cooperatively with St. Margaret's staff and clientele, vocational trainees, providing them with the training, supervision and support they need to carry out their responsibilities in a competent and professional manner.
3. Oversee planting, weeding, watering and harvesting produce at the Vinegar Flats Farm.
4. Coordinate and maintain records of harvests, market & CSA sales, and where food crops are distributed.
5. Work with farm assistant to coordinate farmers' market and CSA distribution, as well as donation of food crops to various locations.
6. Assist in ensuring that the program is in compliance with all applicable contractual, licensing, staffing and safety mandates.
7. Report regularly to program coordinator on activities, outcomes and challenges.
8. Perform as a team member to assure that productivity outcome measures are achieved.
9. Perform related functions necessary to support the mission and core values of Catholic Charities.

Minimum Qualifications:

- Experience working in a leadership role within a team setting.
- Some experience with commercial agricultural production, preferably with vegetables, low-tech season extension, organic soil management, drip irrigation, farmers' markets and CSA direct marketing.
- Willingness to work flexible hours due to volunteer groups, in variable weather and in accordance with work load

Supervision Given/Received:

This position reports to the Vinegar Flats Program Coordinator and receives support around major operational and staffing/volunteer coordination.

REQUIREMENTS AND PHYSICAL DEMANDS:

Successfully pass a criminal background check. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics. Essential functions regularly require standing, lifting, carrying, stooping and kneeling, working a full day of physical labor. Specific vision, including focus adjustment, and ability to lift up to 50 pounds required.

Signature _____ Date _____