

**Community Teamwork
Position Description
New Entry Sustainable Farming Project**

Beginning Farmer Resource Coordinator

Department/Division: Energy and Community Resources / New Entry Sustainable Farming Project
Revised Date: 12/26/14

Reports to: Jennifer Hashley

FLSA Status: Full-Time (w/ Benefits), Exempt

POSITION SUMMARY: Provide year-round technical assistance (TA) and training to small-scale beginning farmers, both on and off the field, on multiple aspects of farm enterprise development. Manage statewide Beginning Farmer Network of Massachusetts. Conduct intake and case management/technical assistance for participants in New Entry programs and services.

ESSENTIAL JOB FUNCTIONS:

- ◆ Develop relationships with beginning farmers and service providers to coordinate the statewide Beginning Farmer Network of Massachusetts (BFN/Mass)
- ◆ Manage a statewide technical assistance referral network and keep up-to-date on-line tools for Beginning Farmers (www.bfnmass.org -resource finder, calendar, jobs board, blogs and profiles, and other social media)
- ◆ Communicate with steering committee to ensure statewide priorities and on-going relevancy for the network (bi-annual meetings).
- ◆ Organize annual Fall Forum and regional networking events for beginning farmers and farm service providers
- ◆ Connect interns to projects relating to BFN/Mass and supervise these interns.
- ◆ Develop/revamp curriculum for core New Entry programs (FBPC, field workshops, distance learning program, and production course).
- ◆ Coordinate and teach courses/curriculum for other farming organizations in the region, including urban agriculture and New Entry's *Explore Farming!* and/or Distance Learning Farm Business Planning online course.
- ◆ Manage farmers on a "case management" basis by conducting site visits with farmers in the field, establishing a farmer assessment and learning plan process through initial intake to life cycle of learning goals and facilitate effective referrals and address ongoing technical assistance support.
- ◆ Develop and maintain the work plans, budgets, metrics and other guiding documents for these programs, including developing funding opportunities.
- ◆ Attend conferences and events to conduct outreach and present on our work.
- ◆ Assist other projects as needed.

SUPERVISORY RESPONSIBILITY:

- ◆ This position has supervisory responsibility.

EDUCATION & EXPERIENCE:

- ◆ Bachelor's degree in relevant field. Master's Degree preferred. Agricultural training and experience in multiple aspects of farming and farm enterprise is essential. Prior farm management / farm business ownership experience a plus.
- ◆ At least 3 years' experience in delivering technical assistance to farmers in the areas of crop production, marketing, and business planning.
- ◆ Experience in adult education and teaching to diverse learning styles.
- ◆ Community organizing and cross-cultural experience helpful; prepared to build relationships with beginning, immigrant and refugee farmer participants.
- ◆ Experience with network building/theory and bringing together diverse organizations toward shared goals.
- ◆ Minimum of 2-3 years supervisory experience required.

QUALIFICATIONS:

- ◆ Highly organized and attention to detail.
- ◆ Strong leadership and case management / social skills.
- ◆ Self-motivated and directed; works well within a rapidly-changing environment.
- ◆ Effective communications, interpersonal skills, and strong writing ability.
- ◆ Working knowledge of computer software (MS Office, social media, distance learning tools). Salesforce experience a plus.
- ◆ Access to reliable private transportation necessary.
- ◆ Flexible schedule needed, including evenings and weekends.

LICENSES and CERTIFICATES:

- ◆ Valid drivers' license.

PHYSICAL DEMANDS:

- ◆ N/A

APPLICATION DEADLINE: November 14th or until position filled.

TO APPLY: Email a cover letter and resume to:

- hr@comteam.org
- Jennifer Hashley at: jennifer.hashley@tufts.edu
- Eva Agudelo at: eagudelo@comteam.org

New Entry Sustainable Farming Project, c/o Community Teamwork, Inc., 155 Merrimack Street, Lowell, MA 01852

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis**