

## ***Assistant Farm Manager***

### **Job Description**

**Reports to:** Farm Manager

**Supervises:** SYEP and Youth Workers

**Hours and Schedule:** 35 hours/week; Monday-Friday, some flexibility with daily schedule, some weekend or evening events may be required.

**Location:** This position is in-person, working at Spring Creek Towers in East New York, Brooklyn.

### **Summary/Description:**

The Opportunity Hub (The Opp Hub) seeks an Assistant Farm Manager to support the growth and ongoing vision of our onsite Learning Garden and Farm. The Opp Hub serves the greater Starrett City community, from younger generations to senior citizens, providing services geared toward educational development, wellness, and economic mobility. Our mission is to serve as a reflection of our community and to learn and grow alongside it. We empower individuals to tap into their highest potential through collaboration, supportive services, and an unwavering commitment to growth. We are dedicated to a long-term investment in the needs and future aspirations of those we serve. We envision a community where all residents live in secure and quality housing, are healthy and well, and are empowered to pursue opportunities. Learn more about us at: [www.theopphub.org](http://www.theopphub.org)

We seek an exceptional team member with a strong background in horticulture, community building, and environmental education. The ideal candidate has a passion for farming, nature, and developing a long-term relationship with the land and our community. This individual should also be a skilled communicator, partnership builder, able to build rapport with community members, and excited by the opportunity to shape a program.

### **Responsibilities:**

- Farm Management:
  - Assist with all aspects of crop and plant production, land management, and farm operations, in collaboration with the Farm Manager
  - Assist with maintenance, organization, and inventory of all tools, signage, infrastructure, supplies, and materials.
- Education and Programming:
  - Design curriculum and teach weekly after-school classes from October through May.
  - Design curriculum and teach weekly 2<sup>nd</sup> Grade Science classes from September through November and from March through June.
  - Staff and help coordinate monthly cooking classes with The Sylvia Center and our Youth Development & Education Department.
  - Coordinate weekly volunteering hours.
  - Staff the weekly distribution of produce to community and local partners.
  - Supervise and coordinate interns, youth farmers, ensuring proper training and enrichment opportunities.
- Outreach:
  - Conduct community outreach to stakeholders and attend community meetings.
  - Recruit participants and volunteers for farm programming
- Operations:
  - Keep records pertaining to crop production, crop health, and attendance/engagement in Farm activities folder.
- Other responsibilities as assigned.

#### **Qualifications and Experience:**

- Associate's degree in education, environmental science, urban agriculture or a related field of study, and 1-2 years of curriculum design experience. Or a bachelor's degree in education, environmental science, urban agriculture or a related field of study.
- Minimum of 1-2 years farming and/or in farm-based education with knowledge of sustainable and regenerative farming practices.
- Physically capable of tasks related to farming and gardening, which requires the ability to bend for long periods of time and lift at least 35lbs.
- Strong interpersonal and leadership skills; experience supervising volunteers, interns, and youth workers a plus.
- Skilled multi-tasker, able to organize, manage, and evaluate multiple activities and services.
- Work effectively and collaboratively with staff, volunteers, and community members.
- Communicate clearly and compassionately, considering diverse opinions, values, backgrounds and cultures.
- Bilingual English and Russian, Spanish, Mandarin or Haitian-Creole speakers encouraged to apply.

#### **Salary and Benefits:**

The salary range for this position is \$48,500 - \$55,000 and is commensurate with experience. The Opportunity Hub offers comprehensive benefits including medical, dental, vision, life, and disability insurance; a 401(K)-retirement plan with employer match; Employee Wellness Program; commuter benefits; and voluntary supplemental insurance.

*As an equal opportunity employer, Spring Creek Recreational Fund/The Opportunity Hub is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law. Employment data show that women, BIPOC, trans, and non-binary people are less likely to apply for jobs unless they meet all the criteria. If you meet some, but not all, the criteria and feel you may be a good fit for the role, we encourage you to apply and welcome the opportunity for new perspectives and insights into our work.*

#### **Apply:**

Interested and qualified individuals should forward their resume with a cover letter to [info@theopphub.org](mailto:info@theopphub.org) with the subject "Assistant Farm Manager."