

GoFarm Farmer Assistance Program Manager Job Description

About GoFarm:

GoFarm is a nonprofit organization working to strengthen our local food system and build healthier communities. Our mission is to increase the supply of and access to affordable, fresh, healthy, local food in Colorado. We do this by running three programs: Farmer Assistance, Local Food Share, and Community Access. These programs are interdependent, working together to support each other. Through our Local Food Share program we connect community members to local food by offering 20-weeks of fresh, local produce, while educating participants on the food they're eating and where it comes from. Our Community Access program helps make healthy food more affordable and accessible to under resourced families, increasing food equity and food security in communities. The Farmer Assistance program trains, mentors and supports beginning farmers to build up local, sustainable agriculture.

Position Summary:

GoFarm is hiring a Farmer Assistance Program Manager to manage all projects under our Farmer Assistance (FA) program. The program seeks to increase local supply of sustainably-grown food by providing aspiring/beginning farmers with training, one-on-one mentoring, access to a wholesale market, and farm plots.

The Farmer Assistance Program Manager will be responsible for planning, managing and evaluating existing activities, including the GoFarm Incubator - a USDA-funded farmer training opportunity that offers aspiring/beginning farmers coursework, land-based training, technical assistance, and one-on-one mentoring. The program manager will also determine new activities and partnerships that support aspiring/beginning farmers and help increase supply of sustainably-grown local food.

This is a full-time, salaried/exempt position and reports to the Programs Director.

Primary Responsibilities:

- Coordinate and supervise programming related to training events and the GoFarm Incubator training tracks
- Recruit and advertise apprenticeship, externship and internship positions for the GoFarm Incubator
- Provide on-site technical assistance and conduct regular check-ins with GoFarm Incubator participants
- Coordinate farmer mentors for the GoFarm Incubator
- Maintain communication with GoFarm Incubator Project Team, including leading quarterly team meetings
- Negotiate and develop land use agreements and coordinate site prep for new farm plots

- Manage all tracking and reporting requirements for grants and submit annual grant reports as required by funders
- Assist with annual budget development for FA program, and monitor monthly expenses for the program
- Seek additional funding for FA projects through grant proposals and community partnerships
- Evaluate the FA program on an annual basis and report findings to GoFarm staff, Board of Directors, partners, and program funders
- Work with Marketing Manager to promote the program through various channels including social media, partner meetings, newsletters and publications
- Maintain existing partnerships and collaborate with the Programs Director to recruit new partnerships and implement new projects that will enhance and benefit the FA program
- Assist with onboarding new farmers, and ordering and receiving produce from GoFarm's market suppliers

Skills and Qualifications of Ideal Candidates:

- Bachelor's degree in agriculture, extension, nonprofit administration, or a related field
- 1-3 years experience with program management
- 2-3 years experience growing and selling speciality crops using sustainable farming practices
- Management experience
- Proficient with Microsoft Office programs, Google Drive, and Adobe programs
- Clean driving record and competence in driving pickup truck with trailer
- Ability to use farm tools and equipment
- Self-directed and able to take initiative
- Can work collaboratively in a team environment and comfortable working with diverse groups of stakeholders
- Able to manage multiple concurrent projects and prioritize appropriately
- Comfortable with ambiguity, flexible, willing to learn, and passionate about food equity and sustainable food systems

Work Environment:

This position will require a mix of office and field work to plan and manage the FA projects. The GoFarm staff shares office space and promotes a fun and collaborative team culture. Applicants should be self-motivated and able to work independently, but can expect significant support from the Programs Director and the rest of the GoFarm staff. Applicants will need their own reliable transportation, as well as a valid US Driver's License. Applicants must be able to lift 50 pounds and stand for long periods of time.

Salary:

Starting salary will be dependent on experience and qualifications, however the target salary range for this position is \$40,000-\$44,000/year.

How to apply:

Please send a resume and cover letter (attached as pdf documents) to info@gofarmcoop.org by **Friday, August 30th**. Please use the subject line "Farmer Assistance Program Manager Position".