



Job Announcement

Date	March 6, 2025
Position	Program Assistant
Program/Department	Farmer Development & Support
Employment Status	Part-time, Temporary, Non-exempt, 20 hours per week
Reports To	Farmer Development & Support Program Director
Compensation	\$25.00 per hour
Position Start Date	May 1, 2025
Position End Date	Oct 31, 2025

GoFarm is dedicated to racial equity, diversity, and inclusivity. People of color are encouraged to apply.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a wide range of backgrounds and cultures, including people of color, LGBTQ2S+, women, immigrants and refugees.

Application Deadline:	April 1, 2025
Application Process:	Email cover letter and resume to Tessa McCusker, FDS Program Director at tessa@gofarm.org

About GoFarm

Founded in 2014, GoFarm envisions a local food system that is equitable, resilient, environmentally sustainable, and inclusive. ***Our mission is to train and support local farmers, connect people with local agriculture, and increase equitable access to nutrient-rich food grown in Colorado.*** Learn more about us at GoFarm.org.

Position Summary

GoFarm is seeking a motivated, adaptable, and passionate person for a Program Assistant position within the Farmer Development & Support program (FDS). The Program Assistant will play an integral role in launching and maintaining GoFarm's Farmer Training Center, practice sustainable farming methods, and assist with farming educational programming. This position will work closely with the FDS Program Director, the FDS Farm Education & Training Coordinator, and seasonal interns in a fun and collaborative team culture.

Responsibilities and Opportunities

- Sustainable Farming
 - Assist with farming activities at Demonstration Garden & Incubator Farmer plots
- Grounds Maintenance
 - Keep grounds surrounding farm plots tidy utilizing equipment including BCS walk-behind tractor, mower & weed whacker (training available)
- Facilities Maintenance
 - Keep barn, walk-in cooler & storage container tidy, organized, in good working order
 - Assist with irrigation infrastructure maintenance (training available)
- Equipment Lending Library Coordination
 - Receive requests, transport equipment, handle pickup/return appointments
 - Utilize GoFarm's van and trailer for equipment transport (training available)
- Volunteer Coordination
 - Communicate with individual and group volunteers to coordinate volunteer visits
- Farming Educational Programming
 - Assist with planning and delivering farming workshops and gatherings
- Attend regular check-in meetings with the FDS Program Director
- Maintain good communication with the FDS Program Director and the FDS Farm Education & Training Coordinator

Skills and Qualifications

- Some gardening or farming experience
- Strong interest in sustainable agriculture, local food, food equity, and sustainable food systems
- A commitment to working the entire length of the job period
- Ability to work both as part of a team and individually on tasks and projects
- Flexible, willing to learn, comfortable taking initiative, willing to ask questions when needed
- Familiarity with Google Workspace and/or MS Office
- Must have a valid Driver's License, a reliable vehicle, and auto insurance
- Willing and committed to learning about inequity within the food system and advancing food justice.
- Conversant in English, fluency not required
- Must be 18 or older

Bonus!

- Bilingual, bicultural
- Production farming experience
- Participated in another track of GoFarm's Beginning Farmer Training Program

Working Conditions & Environment

- Position runs from May 1 - Oct 31, 2025
- 20 hours every week, schedule can be somewhat flexible - mornings are important and *Tuesday mornings are required*

- Several consecutive hours outdoors, exposed to all weather conditions, including regularly working in the heat
- Several consecutive hours standing, bending and crouching to weed, plant, harvest, etc.
- Carrying/moving heavy items like bins of produce and wheelbarrows of compost
- Utilizing loud equipment (hearing protection provided)
- Occasionally working in adverse weather conditions including rain, snow, high wind, and cold
- Driving to and from different farm and office locations, including Golden, Arvada, Lakewood
- Some computer-based work is required: video meetings, responding to work emails, etc. (GoFarm laptop provided)
- This position requires a mix of office and fieldwork. The GoFarm staff shares office space and promotes a fun and collaborative team culture