

Job Title: Huerta Urbana Farm Specialist  
Department: Huerta Urbana  
Reports To: Manager of Huerta Urbana  
Status: Part- Time/Non-exempt (Hours may vary based on season)  
Pay Range: \$20-21/hour

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**Mission of Focus Points Family Resource Center:** To build better communities by strengthening families.

**Scope of Organization:** For nearly 30 years, Focus Points has worked successfully to transform the lives of low-income and working families in Northeast Denver and beyond. Focus Points serves over 3,000 participants each year, most of whom are Spanish-speaking immigrants. Focus Points is strongly committed to our values around collaboration, equity, integrity, and solidarity which add to our four pillars:

- Family Support – Advancing family sustainability through classes and guidance, using a goal setting and strength-based approach.
- Community Resources – Connecting people to resources that advance health equity, financial stability, networks, and community.
- Education – Opening doors to success for children and adults by providing training and high-quality instruction.
- Economic Inclusion – Driving economic stability for communities, families, and individuals by teaching new job skills, advancing careers and co-creating businesses and social enterprises with community.

**Scope of Huerta Urbana (Where you will be working):** Our on-site urban farm and off-site hydroponic farm addresses high food scarcity in the GES (Globeville, Elyria-Swansea) neighborhood. This position will be primarily responsible for the operation of the off-site hydroponic farm and will assist with the on-site farm as needed. The program includes a weekly pay-what-you-can farmer’s market from June through October that creates an intentional space to support BIPOC and women-owned businesses.

### **Position Summary:**

The Huerta Farm Specialist is responsible for the daily operations and upkeep of the farm sites and supporting the Huerta Urbana Farmers Market. This role supports aspects of farm maintenance, including planting, plant care, pest control, harvesting, and soil health management. Additionally, the Farm Specialist is tasked with updating documentation and maintaining equipment by washing, sanitizing, organizing, and performing small repairs. The

Farm Specialist ensures the hydroponic farm operates efficiently while supporting the program's mission of providing fresh, locally grown produce to the community.

### **Responsibilities & Activities**

#### **Hydroponic Farm Operations and Maintenance**

- Execute planting schedules for various crops.
- Monitor and maintain operations of our self-contained vertical hydroponic farm.
- Implement effective techniques for seeding, transplanting, pruning, harvesting.
- Identify and manage pests and diseases.
- Harvest and properly store produce to maintain quality and freshness.
- Keep accurate records of produce safety regulations to ensure documentation compliance
- Utilize effective communication pertaining to farm safety and needed repairs.
- Assist with maintaining farm property, including consistent cleaning, sanitizing, and tech oversight.
- Assist with repairs around the farm as needed, mostly electrical and plumbing troubleshooting.
- Assist with produce distribution

#### **Huerta Urbana Farm Support**

- Carry out tasks similar to those listed above as relevant to on-site urban farm
- Support daily farm activities to ensure sustainability and productivity.
- Monitor and maintain soil health through composting, fertilization, and crop rotation.
- Implement effective plant care techniques, including watering, pruning, and staking.
- Identify and manage pests and diseases using sustainable and eco-friendly practices.
- Assist with maintaining farm property, including weed removal, equipment organization, and clean-up of foreign objects.

#### **Community Engagement and Program Support**

- Support the mission of Huerta Urbana by promoting access to fresh, locally grown produce.
- Work collaboratively with team members to enhance farm productivity and outreach efforts.
- Ensure that all farming activities align with the sustainability goals of the program.
- Attend Focus Points All-Staff Meetings
- Provide input on program design as requested

- Engage with and steward volunteers on farming tasks as needed

### **Farmers' Market Operations**

- Attend and support the implementation of Huerta Urbana Farmers' Market.
- Manage produce sales and ensure smooth market transactions.
- Collect and maintain data related to market sales and customer engagement.
- Provide assistance to vendors and customers to ensure a positive market experience.

### **Required Competencies**

- **Flexibility** – Ability to regularly shift between work environments, such as hands-on outdoor farming, controlled environment farming, administrative office tasks, and transportation to complete all listed essential functions.
- **Technology** – Ability to maintain documents and communicate over various platforms (such as Microsoft Office Suite) to effectively share information with staff.
- **Record Keeping and Monitoring** – Collect, enter, and record data for farm inventory management and project development.
- **Customer and Personal Service** – Ability to engage customers at Farmer's Market to sell products and be able to listen compassionately.
- **Administration of Tasks** – Ability to follow instructions and focus on multiple details to perform administrative tasks, such as data entry, note-taking, and others.
- **Written and Oral Expression** – Ability to communicate verbally and in writing over a variety of communication platforms for staff to engage effectively with programming and business.

### **Preferred Competencies**

- **Agricultural Knowledge** – Ability to support hydroponic farm activities and best practices to develop and maintain successful urban farm sites. However, training will be provided during onboarding.
- **Training & Instructing & Guiding** – Ability to support the utilization and stewardship of volunteers.
- **Food and Produce Safety Knowledge** - Learn how to properly handle, store, and prepare food to prevent contamination, foodborne illnesses, and spoilage
- **Bilingual & Biliterate in Spanish Language** – Communicates through oral and written Spanish to support linguistic justice for Spanish speaking customers and ensure equitable access to information and social capital.

## **Physical and Operational Requirements**

- Reliable transportation and mobile phone service
- Ability to lift 50 pounds, bend, climb, and kneel regularly
- Ability to withstand outdoor summer weather conditions for extended periods of time
- Available to work flexible hours, including weekends, to meet business needs and ensure consistent operational support.

## **Perks of this Role**

- Competitive pay
- Paid sick leave
- Partial pay for breaks throughout the year (Summer, Fall, Winter)
- Paid Sabbatical Program at 3 and 5 years of employment
- Company follows DPS for closures and delays due to inclement weather
- DEI initiatives
- Hybrid/Remote schedule for eligible roles
- Work culture teambuilding
- Fun work events
- Community partnerships

## **Diversity Statement**

Personal or professional commitment to diversity, equity, and inclusion as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity and inclusion outcomes. Applicant must share a commitment to anti-racist work. We encourage individuals from all backgrounds and lived experiences to apply.

## **To Apply**

Send cover letter, resume, and one professional reference to Karen Bustillos, Manager of Huerta Urbana, at [karen@focuspoints.org](mailto:karen@focuspoints.org) and [jobs@focuspoints.org](mailto:jobs@focuspoints.org). Applications will be accepted on a rolling basis until position is filled.

## **EEO Statement**

Focus Points Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, ancestry, creed, gender identity or expression, and sexual orientation, or any other status protected by applicable federal, state or local law.