

FARM COORDINATOR

Job Description



JOB SUMMARY

The Farm Coordinator has primary responsibility for the planning, coordination, implementation, administrative functions, and supervision of all work, activities, and employees at the farm

Specific Farm Coordinator Job Duties:

Farm Management Responsibilities

- Oversee field plans
- Determine seed ordering and material acquisition
- Supervise greenhouse management and plant propagation
- Plan and implement with assigned employee(s) the planting schedule for greenhouse seeding, field seeding and transplanting
- Manage weed control with assigned employee(s)
- Administer infrastructure planning, creation, and maintenance
- Manage irrigation planning and implementation with assigned employee(s)
- Administer soil-building program including composting
- Oversee maintenance and monitoring of fences with assigned employee(s)
- Oversee the compliance of Standards of Operating Procedures pertaining to all aspects of the farm
- Handle farm emergencies and operations during inclement weather, when needed
- Ability to forecast availability of produce
- Produce the weekly availability list and distribute to all customer bases (ie. Wholesale, restaurants, online markets, local customers, etc.)
- Represent The Veggie Patch at farm events, community meetings, and other organizations
- Responsible for USDA Certification and inspections
- Update and maintain all online markets

Administrative

- Open and close the office
- Verify and account for cash on hand
- Check information and bolllc emails and respond
- Make sure phone(s) are covered and messages returned
- Keep the farm office clean and neat at all times
- Oversee the compliance of Standards of Operating Procedures pertaining to the office
- Maintain customer files, order history, and up-to-date contact information
- Responsible for timely invoicing and posting of receipts

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- Maintain seed inventory
- Maintain required supply inventory
- Maintain event calendar
- Update website and social media
- Coordinate weekly staff meetings in conjunction with Farm Owner and other assigned employees
- Maintain sales orders and pull sheets
- Communicate weekly to customers via email, visiting, and/or calling about available produce
- Conduct tours of the farm
- Provide updates to Farm Owner or other staff when necessary

Farm Stand

- Clean, display, and maintain a fresh display of seasonal produce available at the farm for sale to the public
- Keep signage at the farm up-to-date
- Clean out items for composting
- Make sure pricing of produce is listed appropriately
- Assist in production of added value items, when necessary

Supervision of Employees

- Supervision and guidance of all employees and independent contractors
- Coordinate staff schedules and Independent Contractor schedules

Harvesting, Marketing and Delivery Responsibilities

- Plan a weekly/daily harvest schedule
- Coordinate with employees for post-harvest handling, sales and marketing, and distribution
- Responsible for overseeing marketing and outreach efforts of The Veggie Patch and Products.
- Coordinate and assist with delivery of produce
- Market, coordinate, and maintain the CSA program and assist in deliveries, when needed.
- Establish schedule and staffing of area farmers markets

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Farm Development Responsibilities

- Attend weekly staff meetings with the farm owner and other assigned employees
- Participate in planning for long-term farm development
- Work with the farm owner to develop strategies and development of The Veggie Patch

Financial Oversight Responsibilities

- In conjunction with the farm owner and assigned employees, establish an annual budget, financial goals and targets for the farm

Skills/Qualifications:

- Prior background in farming and production
- Understanding of USDA organic and the State of Georgia compliance
- Possess business and marketing skills
- Prior management experience
- Communicating in Spanish, a plus
- Have a strong work ethic and positive attitude
- Possess a valid Georgia Driver's License and appropriate vehicle insurance
- H.S. Graduate (Bachelor's preferred)
- Ability to comprehend established farm and office routines and policies
- Ability to keep financial records and perform pro-forma tasks
- Good organizational skills and multi-tasked abilities
- Computer skills, a plus

Personal Qualities:

- Able to assign tasks and supervise employees
- Ability to communicate well
- Can be trusted with confidential information

Supervisory Relationship:

Reports to farm owner and farm administrator