

Codman Community Farms - Assistant Farm Manager Job Description

The Farm Manager is seeking an Assistant Farm Manager to support all aspects of work involved in operating a community farm. The farm focuses on pasture-raised livestock with a small fruit and vegetable component. This is a full-time, year-round position with housing and benefits.

History, past and present:

Codman Community Farm is a non-profit farm located in Lincoln, MA. The farm was founded in 1973 as a community farm with the land purchased by the Town of Lincoln that same year. The farm operates as an independent 501c3 non-profit with no funding from the Town. A 15-person Board of Directors oversees the direction and oversight of the farm. The farm is self-supported financially by membership dues, sales of farm products, donations, educational activities, events, and a modest endowment. The main farm site consists of 18 acres in the heart of Lincoln with numerous historic barns and outbuildings located on this main campus, along with a house for farm employees.

In addition to the main farm site, the farm leases over 80 acres of beautiful open pastures from the Lincoln Conservation Commission. An additional 70+/- acres are managed by the farm that are either owned by land trusts or private individuals. Our 150+ acres of fields are spread throughout the town of Lincoln with field sizes ranging from a few acres to almost twenty.

The farm has grown and produced many products since its founding in the early 1970's, from produce and fruits to livestock and hay. In 2016, Pete Lowy and Jennifer Hashley moved to the farm to begin a new phase of operations for the farm. Previously Pete and Jen owned and operated Pete and Jen's Backyard Birds, a for-profit livestock and vegetable farm located in the Concord/Sudbury area. Pete and Jen were known for their innovative and sustainably-run farm and are now managing Codman with the same management practices and have incorporated their farm's brand, equipment and infrastructure, and customer base into Codman Community Farm's operations. Pete is the Farm Manager overseeing all aspects of the farm operation. The farm has entered a new chapter with a renewed focus on raising pasture-based livestock to feed the local community. With full support of the Board of Directors, the farm is in the process of acquiring and upgrading its equipment and infrastructure to continue to grow the farm operation.

This is an exciting time for Codman Community Farm and we are looking for an enthusiastic person to join the team. The Assistant Farm Manager will work hand-in-hand with Pete to continue to grow the farm into a local destination for food and community.

The ideal candidate will possess a commitment and passion for growing sustainable food, while engaging the public. This position is more than a job, it is a lifestyle. Living and working on the farm, in public view and positively engaging the community on a daily basis is an essential part of the position. A naturally outgoing attitude is needed along with a focus for the daily work required to operate a diverse livestock-centered farm operation.

Job Title: Assistant Farm Manager

Status: Full-Time, non-exempt

Time Period: 1 year renewable contract

Work Schedule: Varies seasonally. April - November: 55 hrs +/- 6 days per week; Nov-March: 30-40 hours week with more flexible schedule and negotiated coverage to care for livestock daily.

Compensation: Annual salary; commensurate with experience.

Benefits: 50% health insurance premium covered; workers compensation insurance; paid vacation accrued through time worked; cell phone allowance; food from the farm; plus opportunity to make additional money through off-hours special events support.

Duties: The Assistant Farm Manager reports directly to the Farm Manager and is responsible for all aspects of supporting farm enterprises. Hours can be irregular to accommodate agricultural needs.

Current farm operations include:

- Pasture raised beef, pork, meat birds, layers, lamb, and turkeys.
- Land management: hay, custom mowing, field maintenance of pastured animals/birds
- Small vegetable field and fruit orchard.
- Sales through on-site Farm Store, local area restaurants, and partnerships with other farm operations.

Community aspects of the farm:

- Community garden plots
- Educational activities
- Barnyard animal pens for visitors
- Community events and private events

Qualifications:

- Ability to safely and effectively operate farm equipment on/off road
 - *2 years equipment operation preferred on 50+hp tractors.*
 - *Tillage, mowing, loader work*
 - Safe driving record; ability to safely maneuver farm trailers of all types/sizes
- Experience raising and caring for all manner of livestock
- Experience managing forage and livestock pastures
- Experience setting up and managing portable electric fencing
- Experience using outdoor power equipment (riding mowers, chainsaws, etc.)
- Basic carpentry, plumbing and electrical experience a plus
- Haying experience a big plus
- At least 2 years of supervisory experience and/or experience managing volunteers
- Strength to lift 50+ pounds and handle large animals
- Ability and stamina to work hard all day moving poultry coops, livestock shelters, water, and grain over rough terrain
- Endurance, sometimes working 10+ hours per day and/or 6 days/week in all weather conditions (extreme heat, extreme cold, rain/mud, and/or high winds)
- Basic computer technology skills
- Excellent communicator and enjoys interacting with public
- Ability to work independently and problem solve on the job

An ideal candidate will also possess the following traits:

- Reliable, responsible, observant, flexible
- Focused and detail-oriented
- Ability to work independently and maintain farm priorities
- Ability to work effectively and efficiently in a small team (a good sense of humor is a must!)

- Ability to follow instructions and ask clarifying questions
- Ability to use good judgment in raising animals safely and humanely; critical thinking a must
- Commitment to learning/improving sustainable farming practices centered around pasture raised methods and communicate such practices effectively to the public
- Ability and desire to positively engage with a diverse community of people
- Excellent customer service skills
- Enjoy working with and leading volunteers, as needed

To apply:

Submit a cover letter and a resume to Pete Lowy: pete@codmanfarm.org. The cover letter should include your interest in the position and relevant skills and background, and include a response to the following five questions:

1. How does this position fit your personal and professional goals now and in the future?
2. How would a past employer describe you?
3. How would a co-worker describe you?
4. What skills/experience do you bring to this position that you think would benefit the farm?

Interviews will be conducted with qualified applicants. A list of three references and a clean driving record should be provided upon request. Anticipated start date by January 2017. Housing will be available January 1, 2017.