

## Mill Creek Farm, Farm Manager

Mill Creek Farm (MCF) is seeking a seasoned, enthusiastic, collaborative, and skilled leader to join our team as an Urban Farm Manager. The ideal candidate will have the abilities and competencies to oversee the planning, organizing, coordinating, and overall operation of the farm. The MCF Farm Manager will be responsible for the creation of crop plans, farm stand and market operations, record keeping, infrastructure maintenance and management and training of MCF staff, interns, apprentices, and volunteers. This position reports directly to the MCF Director.

### **About us**

Mill Creek Urban Farm is a farm and environmental education center located in West Philadelphia. We are dedicated to improving local access to fresh, chemical-free produce at low cost for the immediate Mill Creek community and surrounding neighborhoods. We are a people of color-led non-profit organization in service of communities of color in need of basic resources. Mill Creek Urban Farm is dedicated to cultivating a healthy environment, growing strong communities, and promoting a just and sustainable food system.

### **Responsibilities**

#### **Farm Management**

- Manage all aspects of food production and distribution
- Create and implement organic, sustainable crop plans
- Maintain the farm infrastructure and assist with creation of new infrastructure projects.
- Greet all visitors at the farm; provide basic information about the farm and direct visitors to self-guided tours
- Manage volunteer days on the farm and create task list prior to group arrival
- Assist with hiring of apprentices
- Train and support apprentices and volunteers
- Operate farm stand and market including harvest, set up/ clean up, sales, records, and outreach
- Responsible for the overall physical upkeep of the farm

#### **Administration**

- Support documentation and record keeping, including but not limited to volunteer hours, harvests, sales, and donation logs for monthly reports
- Maintain and submit all farm stand and market, purchasing, donation and visitor records bimonthly with timesheets and receipts
- Lead weekly farm meetings
- Assist Director in managing farm reports, budgets, and purchases
- Read and respond to work emails and communications daily
- Conduct outreach to community organizations, neighbors, leaders, etc. in coordination with the Director
- Attend appropriate fundraising and networking events
- Assist with on- site special events

- Distribute and record weekly produce donations and larger monthly donations to designated locations
- Maintain inventory of farm equipment and supplies
- Other duties as assigned and agreed upon

### **Qualifications**

- The ideal candidate will have a minimum of 3 years' experience in successful production of vegetable crops
- Extensive knowledge of seeding, crop planning, soil health, composting, irrigation, pest management, harvesting for market, raised beds and urban gardening
- Must be a hard-working team player with an energetic and positive attitude
- Must be prepared to handle strategic decision making for farming operations
- Ability to perform farming tasks and lift to 50lbs
- Must have a driver's license

Send resume, cover letter and the names and contact information for three references as a single PDF document to the Mill Creek Farm Board of Directors at [millcreekfarmphilly@gmail.com](mailto:millcreekfarmphilly@gmail.com). This is a full time, seasonal position. Mill Creek Farm is committed to a diverse and inclusive workplace, whose leadership is representative of the communities where we work. Mill Creek Farm is an equal employment opportunity/affirmative action employer. Women, people of color, LGBTQIA people, and people of differing abilities are strongly encouraged to apply.