

Greenhouse & Irrigation Coordinator, Poughkeepsie Farm Project



About Poughkeepsie Farm Project

Poughkeepsie Farm Project (PFP) is a farm-based non-profit organization committed to cultivating a just and sustainable food system in the Mid-Hudson Valley based on a **15-acre farm** in the City of Poughkeepsie, NY. On our member-supported farm in the City of Poughkeepsie, we grow over 100,000 pounds of produce every year for our CSA and food access programs, provide hands-on educational programs, and work to improve access to healthy locally-grown food. Our mission is to cultivate local leadership in sustainable farming, food access and education, and foster an inclusive, welcoming community for everyone.

Structural Overview: Poughkeepsie Farm Project utilizes a Shared Leadership structure rather than a traditional hierarchical organizational chart. The organization is led by 4 Co-Executive Directors.

Position details:

- **Application deadline:** Applications will be accepted until the position is filled.
- **Position category:** Full-time seasonal hourly
- **Start date:** May 1, 2024
- **Location:** On-site in Poughkeepsie, NY
- **Supervisor & Peer Review:** Farm Production Director
- **Schedule:**
 - May-June: 40 hours/ week, Monday-Friday
 - June-September: 43 hours/week, Monday-Friday
 - September-December: 40 hours/ week, Monday-Friday
 - Some flexibility to switch to Tues-Saturday to staff Saturday CSA distributions from June-November
 - Possible winter work up to 18 hours/week
- This position is at will and will be reviewed for renewal in December, 2024

Position Overview

The Greenhouse and Irrigation Coordinator oversees greenhouse (GH) production and whole-farm irrigation. Working with the Farm Director, the GH & Irrigation Coordinator develops and implements staff protocols related to seeding, germination, potting, and GH organization and manages the flow of seedlings to the field (from hardening off to transplanting). This individual is also responsible for managing irrigation, under the supervision of the Farm Director (FD), to ensure transplant success and overall crop health. In the spring, the GH Coordinator manages the annual plant sale. This person is also a member of the farm crew and the majority of their time is spent on harvest, field prep, weeding, distribution, and other general farm activities.

Specific duties of this position will include:

Greenhouse

- Seed inventory and storage
- Prepare for and lead weekly GH seeding
- Train staff in seed handling & storage and best practices for greenhouse
- Manage & inventory GH supplies to ensure proper storage and care
- Responsible for plant health and GH procedures

- Communicate protocol and standards to staff, students, and volunteers in GH
 - Maintain detailed GH records
- Manage all movement of plants in GH, cold frame and hardening-off area and maintain an efficient GH layout
- Coordinate/delegate transplanting responsibilities

Irrigation

- Communicate with the Farm Director to manage whole farm irrigation, including overhead and micro sprinklers and drip irrigation
- Closely monitor water needs during and immediately after transplanting

Plant Sale (PS)

- Manage GH and PS supply inventory with Farm Director oversight
- Work with FD to train staff on responding to PS customer inquiries
- Maintain ongoing, accurate plant inventory
- Manage donations of leftover plants to community partners

Farm Production

- Work in collaboration with staff members to implement an annual agricultural production plan consisting of cultivating, harvesting, and distributing vegetables, herbs and flowers using Certified Naturally Grown methods.
- Guide and mentor interns, CSA members, and volunteers in various farming related tasks.
- Perform various rotating farm duties, which include record keeping, washing, weekend greenhouse duty, maintenance, and staffing/coordinating CSA distribution (serving our diverse 400+ CSA members).
- Serve as a representative of Poughkeepsie Farm Project and actively work toward the betterment of the organization.

Skills & Qualifications

- Passion for and commitment to the mission of PFP
- Two full seasons on vegetable farms, preferably ones that use organic methods
- Highly detail oriented and organized
- Desire and ability to share a passion for farming with members and visitors, and cultivate a positive teamwork environment
- Strong work ethic and ability to work independently and with the team
- Willingness and ability to work flexible hours, including weekends
- Good communication, collaboration and interpersonal skills
- Good observation and critical thinking skills
- Basic skills in Microsoft Word and Excel and G Suite
- Ability to lift 50 pounds repeatedly and kneel/crouch for long periods of time
- Licensed driver with a vehicle
- Proactive participation in our organization's effort to uplift all workers as leaders, and cultivate an environment that uplifts LGBTQ+ people and Black, Indigenous and People of Color
- Enthusiasm for Shared Leadership, and willing to act as a leader in organization-wide conversations about shared leadership structure and deepening our internal and external social and food justice work
- Interest in tractor and equipment use and maintenance a plus
- Ability to lift 50 pounds repeatedly and kneel/crouch for long periods of time
- Licensed driver
- Greenhouse/propagation experience preferred

- Experience leading group work projects preferred

Compensation

- Salary: \$18-19/hr DOE
- A whole-share full season CSA share (an average of 10-20 lbs of food), access to our Pick-Your-Own fields, and access to discounted “Share Add-ons” such as yogurt, cheese, fruit, and egg shares.
- Prorated paid time off starting at 16 days of vacation time in the first year, and 6 sick days

Application Process

Email a resume and a cover letter describing your interest and relevant experience to Emily Eder, Farm Director at emily@farmproject.org

All finalists will be required to attend an in person interview and farm tour. We will do our best to respond to everyone and can only guarantee responses to folx who we plan to interview.

Poughkeepsie Farm Project is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage people of color, people from working class backgrounds, women, LGBTQ people, or those who are members of other marginalized communities to apply. We have offered the list of qualifications as a set of guidelines, rather than as a mandatory list. If you have a passion for our work and believe that you can contribute to the growth of our organization, please reach out even if you are unsure whether you meet all of the qualifications listed.