

Workshare Coordinator, Poughkeepsie Farm Project



About Poughkeepsie Farm Project

Poughkeepsie Farm Project (PFP) is a thriving nonprofit organization that works to ensure a just and sustainable food system in Poughkeepsie, New York and the broader Mid-Hudson Valley region. PFP operates a 15-acre Certified Naturally Grown member-supported farm on the Vassar College Farm. PFP's farm yields an average of 150,000 pounds of produce annually and is supported by more than 400 shareholder households. PFP ensures access to healthy, locally grown food for low income residents through subsidized CSA shares and the Food Share program, donating an average of 30,000 pounds of the harvest to partner organizations annually. PFP provides award-winning experiential education to more than 7,000 local youth, college students, future farmers, and residents in areas including healthy food, food justice, community and school gardening, and sustainable agriculture through a robust Education program.

Position Overview

The Workshare Coordinator reports to the Farm Production Director and works closely with the Farm Crew Leader to coordinate the Fieldwork Barter/Work Share and Pick Your Own (PYO) programs. This position is responsible for scheduling and oversight of work projects with Fieldwork Barter/Work Share members and of regular weekly communication and signage for CSA members during the PYO season. This position includes all general farm duties, as described under Farm Production, below.

Specific duties of this position will include:

Fieldwork Barter/Work Share

- Create all Fieldwork barter/workshare shifts for the season using signup.com
- Create and manage (including staff training) an electronic spreadsheet that easily allows staff to track members' hours
- Communicate by email and phone with Fieldwork members regarding scheduling, general questions, and other issues
- Provide general and project-specific training to Fieldwork barter/work share members
- Fieldwork & Member Harvest Coordinator is responsible for work being completed during fieldwork shifts, even on occasions where the role of project leader may be delegated to another member of the farm team

Pick Your Own (PYO)

- Communicate with Farm Production Director about crops and units for weekly picking
- Update signage at member gate weekly
- Update signage in field as needed when crops come on or close for the season
- Regularly stock PYO containers or delegate

Farm Production

- Work in collaboration with staff members to implement the annual agricultural production plan consisting of growing, harvesting, and distributing over 200,000 lbs of vegetables, herbs, small fruit, and flowers using CNG organic 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 500+ CSA members).
- Serve as a representative of Poughkeepsie Farm Project.

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- Actively work toward the betterment of the organization.

Skills & Qualifications

- Passion for and commitment to the mission of PFP
- At least 1 summer internship (or equivalent) on vegetable farm(s); full season preferred
- Experience in leadership or customer service role preferred
- Readiness to work in all weather conditions and desire for a challenging but rewarding job
- Desire and ability to share a passion for farming with members and visitors
- Strong work ethic and ability to work independently and with the team
- Excellent communication and interpersonal skills, written and verbal
- Good observation and critical thinking skills
- Good organizational and time management skills
- Basic computer skills
- Interest in sustainable agriculture, professional development, tractor and equipment use and maintenance
- Understanding of ergonomics and safe body mechanics
- Ability to lift 50 pounds repeatedly and kneel/crouch for long periods of time
- Required: Driver's license and reliable transportation for commuting to farm.
- Comfortable seeking and receiving feedback, and willing to ask questions and seek guidance as needed
- Proactive participation in our organization's effort to uplift all workers as leaders, and to cultivate an environment that intentionally uplifts LGBTQ+ people and Black, Indigenous and People of Color.
- Willing to participate in organization-wide conversations about continuing to transition towards a shared leadership structure and deepening our internal and external social and food justice work. Examples: Non-violent communication, anti-racism especially in food systems, democratic decision making.

Job Schedule

This is a year-round position including a full time commitment (40 hours/week) March-May and September-November and 43 hours/week June-August. Occasional weekend work will be required. Part-time winter work may be available from December through February.

Compensation

This position is paid \$17/hour. We offer generous paid time off, including sick and vacation time as well as a healthcare stipend. Compensation also includes a CSA share.

Application Process

Email a resume and a cover letter describing your interest and relevant experience to Emily Eder, Farm Director at emily@farmproject.org. We will accept resumes until the position is filled, but priority will be given to applications submitted by January 16th. Interviews will be scheduled starting January 17th, 2022. All finalists will be required to attend an in person interview.

The Poughkeepsie Farm Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender identity, sex, sexual orientation, national or ethnic origin, or disability.