



TO APPLY FOR THIS POSITION PLEASE FILL OUT THIS FORM.

Position Title: Farm Education Manager

Questions: Email: Programs@rocksteadyfarm.com

The **Farm Education Manager** is responsible for supervising, facilitating and carrying-out workshops, volunteer days, tours, virtual events, large-scale events and on-farm immersions. The goal is to guide and support existing and emerging educational programs that complement our blossoming work culture, resonate with our purpose and highlight our focus areas of QTBIPOC beginner farmer training and community engagement. The majority of the 2025 season will already be scheduled out, easing the onboarding process, but 2026 and beyond will lend to more creativity and new programs.

The Farm Education Manager will work with the Farm Education Team that consists of the Farm Education and Advocacy Coordinator, Director of Non-Profit Programs and the Farm Education Advisor. The Education Advisor is the former Education Manager who is transitioning to a farming position but working a day a week all season to overlap with the new Manager. All together, the Farm Education Team is responsible for budgeting, planning, implementing and evaluating all aspects of educational programs at RSF.

Additionally, the Farm Education Manager will join the farm team for 1-2 days a week in order to build skills and knowledge of the RSF farming systems in order to best teach these skills to others.

Information on how to become a Rock Steady Farm (RSF) Owner will be provided within the first few weeks of April. We are seeking someone interested in the opportunity to both join our cooperative and commit to at least 2 years in this position. The opportunity to advance, including becoming a Director, will be encouraged and supported if it is the right fit for both the Farm and individual.

Key Responsibilities:	Description:
Program Leadership	● Collaborate with the RSF Programs Team. This includes... ○ Develops and coordinates programmatic systems ○ Collaborates on vision, goals and outcomes of all programming ○ Attend weekly meetings to discuss updates, priorities and create other meetings with team members as needed ● Attend Farm Incubation Visioning meetings with local land partners.

	• Participate in meetings with existing or new community partners concerning educational offerings such as tours, workshops, presentations, volunteer days. • Communicate with Harvest Lead about staff needs for educational events.
On-Farm Education	• Create agendas and event flows for on-farm offerings such as tours, festivals and volunteer days. • Facilitate and/or co-facilitate on-farm workshops in ways that are organized, engaging, interactive and caring. • Collaborate with the Farm Education & Advocacy Coordinator to host on-farm workshops (at least three per year). • Organize, gather, and acquire necessary materials and equipment needed for workshops and events. • Lead event set-up and break down. • Facilitate opening and closing activities, such as ice breakers, games and reflections for attendees • Lead community work days (approximately 3x per year) • Host on-farm tours • Attend in-person conferences and panels as a representative of RSF. • Collaborate with Language Justice team from Babilla Collectivo to support with language interpretation/translation services on farm. • Lead Pollinate! Orientation, daily check-ins, weekly schedule and act as primary support person for cohorts • Coordinate HIVE alumni program development and in-person gatherings. • Coordinate with events committee on larger (100+ ppl) community events on farm each season: Pride Party and Block Party • Determine and coordinate childcare offering for participants during on-farm educational offerings and events
Research and Design	• Plan, vision and design new program offerings that are aligned with farm mission, grant deliverables and budget in partnership with Director of Non-Profit Programs • Attend and organize full staff and owner visioning meetings in order to align programs with long term vision. • Build curriculum and create learning materials (ex: manuals, handouts, etc) • Add to resources for attendees and resource library on RSF's website • Update list of technical/specialized vocabulary that may be used in presentation for LJ to reference for in-person interpretation.
Program Archiving & Evaluation	• Distribute evaluation/survey/feedback forms • Organize and keep accurate documentation for on-farm events ◦ Spreadsheets, graphs, task sheets, etc • Collaborate with Program Team to integrate attendee and staff feedback into program design and facilitation • Debrief programmatic offerings and events with event committees, co-facilitators, guest teachers, programs team and Owners

Budgeting & Finance	• Manage the Large Events, HIVE, and Pollinate tabs of RSF Budget • Send Bookkeeper all receipts within two weeks of spending. • Get approval from the Fundraising Team for use of grant funding outside of the funded budget. • Attend monthly financial meetings • Participate in fundraising meetings as needed to advise on grant requests and scope of work.
General Farm Team Participation	• Engage with RSF team on all-staff commitments such as orientation, all staff meetings, email communications, peer-to-peer feedback sessions and team building activities • Participate in weekly farm tasks in order to build up knowledge of RSF farming systems and techniques (8-16 hours/ week) ○ Greenhouse & Propagation ○ Planting ○ Weeding ○ Irrigation ○ Harvest ○ Post-harvest & Wash-pack

Ideal Qualifications and Experience:

- At least two consecutive seasons of hands-on farm work including urban farming, gardening and related fields of work.
- 2 years or more of farm/garden education experience.
- Commitment to helping ensure diverse, equitable, and inclusive programs that center Queer, Trans, Black, Indigenous and People of Color.
- Able to lead and collaborate with groups of volunteers and participants coming from diverse backgrounds related to race, ethnicity, gender (including trans and nonbinary individuals and communities), sexual orientation, class, religion, age, and ability through farm tasks and activities with an outgoing, personable, and inviting personality.
- Experience living and working in LGBTQ+ and communities of color.
- Interest in storytelling as a tool that is integrated into presentations, tours and lesson plans
- Experience in trauma-informed, emergent, somatic and/or anti-oppression facilitation techniques.
- Technology Skills – Proficiency or ability to learn and effectively use software including use of the internet, Square Space, Zoom, Canva, Google Drive, PowerPoint, and Excel.
- Communication & Connectivity Skills – Skilled bilingual communicator (Español <>English) is plus but not required, however the applicant must be willing to prioritize Language Justice in educational offerings and be able to connect with diverse audiences, write with clarity, and facilitate effective dialogues verbally and in writing with the public, program participants, employees, and others.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Highly organized and focused with superior follow-through and attention to detail.
- Strong time management skills, experience meeting multiple project objectives.
- Ability to adapt, be resourceful, and responsive to needs of farm staff, program participants, volunteers, visitors, etc.
- A driver's license or reliable transportation for commuting to the farm and work related events required.

- Direct and healthy communication skills with managers and other team members; willingness to receive feedback, engage in Rock Steady Farm conflict processes and be comfortable asking questions of other team members with curiosity and openness.

Compensation and Benefits:

- **\$24/hr** paid weekly by direct deposit.
- Veggies, herbs, flowers and at cost add-ons from our CSA available June-Nov.
- Workers compensation, paid family leave and disability.
- PTO is accrued at a rate of .08 hours for every hour you work, totaling roughly 120 hours of PTO over the course of the year. In addition to these accrued hours, you will receive 1 paid holiday week at the end of December.
- Time & a half overtime (time and a half) pay on hours above 40 hrs/week.
- **\$600** annual professional development funds. Paid directly by RSF, or reimbursed. Must get approval to be paid for time during conference and training, and must get approval for taking time to attend professional dev during in-season work schedule.
- **\$185** monthly housing stipend
- **Up to \$700** for a relocation/moving stipend

Schedule:

- This position is full time (40 hrs/week) April 1 through Dec 1.
- Dec 1 - March 1 changes to 25 hr/week.
- Paid 15 min break mid-morning and 15 minute break mid-afternoon encouraged and implemented when desired.
- Flexible work-from-home and work schedule policy in winter. Work from home policy needs to be approved from April - November in alignment with set farming hours.

Application Process:

1. **Fill out an [application form](#).** Applications submitted by **December 15th** will be prioritized, although we will continue to receive applications until the position has been filled.
2. Selected applicants will be contacted to schedule an interview during the week of January 6, 2025. 2nd round interviews will be conducted late January. Ideally, the position will be filled by February 1st.
3. Part-time onboarding will begin in March, if possible, either in person or on zoom, with full-time in-person work starting April 1, 2025.

For more information and questions, please email: programs@rocksteadyfarm.com

Rock Steady Farm is committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, disability, sexual orientation, gender identity, genetic information, veteran status or any other characteristic protected by applicable law.