



Sprout City Farms @ Jack's Solar Garden

Assistant CSA Farm Manager Job Description

Sprout City Farms (SCF) is looking for individuals to play an integral role operating one of our farms, in the pursuit of creating a larger network of accessible, educational farms that nourish, and are nourished by, their surrounding community.

About Sprout City Farms at Jack's Solar Garden:

[Sprout City Farms](#) (SCF) is an urban agriculture and education nonprofit founded in 2010 with a mission to create a just, equitable, sustainable local food system by: growing and distributing fresh, local produce; providing community education; training farmers; and facilitating ecological stewardship & research. So far, we've built and managed four small-scale organic farms. To read more about the organization and details about our farms, please visit our website.

Our farm at [Jack's Solar Garden](#) (JSG), built in 2021, is a unique site with an emphasis on [agrivoltaic](#) (or agri-solar) research and education. Please follow the integrated links to learn more about our organization, our partnership at Jack's and the meaning of "agrivoltaic."

About the Assistant CSA Farm Manager Position:

The Assistant CSA Farm Manager position will work under the Research Farm Manager and closely with the Assistant Research Farm Manager on a combined 3.5 acres of diversified vegetable production and research under a 5-acre 1.2 megawatt solar array. This position will also help teach and manage a staff of 3-4 apprentices and part-time interns from [NREL](#), one of our research partners.

Duties and Responsibilities

Field Work Farm Operations (70%):

- Assist in greenhouse seeding, field planting, cultivating, harvesting, and processing crops; serve as a pace-setter and crew leader for these activities.
- Assist with daily and seasonal farm upkeep, including:
 - irrigation system upgrades & maintenance.
 - weeding, grass cutting, mulching, composting, pathway maintenance.
 - cleaning and organizing washstation and food storage areas.
- Assist in creating daily, weekly and seasonal work plans, lead teams in the field, share

constructive observations, and ask for help as needed.

- Understand and help implement annual crop plans including cover crop management.
- Manage harvest and distribution of the weekly Community Supported Agriculture ([CSA](#)) program, including coordinating a member pickup every Thursday from 4-6pm throughout the season.
- Basic tool and equipment maintenance (training provided), including proper use and care of BCS (walk-behind tractor)

Community Engagement & Education (20%):

- Farmer Training: teach, lead and work alongside farm apprentices and interns serving as a role model & pace setter for farm work.
- Coordinate weekly CSA, including: assisting and engaging positively with CSA members in person and via email.
- Jack's Solar Garden is an educational site that hosts many curious folks every week. Despite the distraction from field work, it is a crucial part of this role to enthusiastically engage with guests and help them understand what they are seeing and why it is interesting.
- Donate weekly CSA surplus to food pantries.
- Assist in leading farm-based volunteer groups, crew-swaps with other farms and all-crew days. Assisting with some weekend volunteer days will be required.
- Assist in general outreach to Longmont community as we build new relationships and connections. Attend occasional community outreach events to educate the public about Sprout City Farms and our research collaborations at Jack's Solar Garden.

General & Administrative (10%):

- Collaborate with Research Farm Manager for accurate recordkeeping and reporting on farm outcomes, including written monthly updates to the Executive Director.
- Maintain harvest logs, irrigation records, staff time logs, calendars and field notes.
- Participation in staff meetings and other meetings as needed.
- Adhere to SCF training in employee manual and food safety plan.

Desired Experience and Skills:

- **Agricultural field experience** (2+ years) on a sustainable, organic, and/or no-till diversified vegetable farm.
- Desire to **take initiative** and follow-through on tasks. Pragmatic and **outcome-driven**.
- **Strong organizational skills**. For example: following work plans, multi-tasking, prioritizing, and keeping harvest logs/field notes.
- Solid **written and verbal communication** skills.
 - Bilingual English/Spanish speaking and/or writing skills are an asset. Please share with us if you have these skills and if you are interested in connecting with the Spanish



speaking community in and around Longmont.

- **Enthusiasm to work on an experimental research farm.** Ability to communicate positively and effectively to implement plans, assess results, make changes, learn from success and failure – and have fun doing it.
- Genuine interest in learning while doing.
- **Positive communication style and curiosity mindset.**
- Team/crew **leadership** experience and/or willingness to lead small teams.
- Ability and willingness to speak in front of/lead volunteer and/or tour groups.
- **Physical stamina and flexibility.** Ability and willingness to squat, bend and lift repeatedly throughout the work day.
- Ability and willingness to drive a small pickup truck to deliver produce weekly to the nearby Boulder County Farmers Market (BCFM) warehouse and donations of surplus to the nearby [OUR Center](#).
- Access to daily transportation and phone with text capability. Access to a computer and wifi to check & send work emails weekly (stipend provided for use of personal resources).

Time Commitment and Compensation

This is a seasonal full-time position (40 hours per week) beginning March 15 and ending November 15, 2023. Wages are based on \$21/hour and include monthly stipends for health care and home office use for a total compensation of \$31,425 for the time specified above. This position also receives a seasonal CSA share valued at \$750+.

Work days will generally be Monday-Friday with a few Saturdays required throughout the season. Flexibility around daily start/finish times is necessary as our schedule will shift with demands of the season. Some longer days will be required during planting season and compensated for with some shorter days during the growing season.

A mandatory orientation will be held May 1-3, and all staff will be required to commute to Denver May 1 & 2 to attend. "All-crew" days at the two other SCF farm sites, and occasional visits to other local farms for "crew swaps" will be required. Carpooling will be encouraged for these trips.

Due to the seasonally intensive nature of farming, requests for time off are coordinated among staff schedules and the needs of the organization. Requests for time off must be submitted for approval, as early as possible. All staff are strongly encouraged to schedule necessary vacations during the less busy months of the season.

Application Process

We believe that systemic inequalities disproportionately impact BIPOC (Black, Indigenous and People of Color), women, people from working class backgrounds, LGBTQ+ people, and other oppressed groups. Because we believe that these communities must be centered in our work as we fight for food justice for all, we strongly encourage applications from people with these identities or who are



members of other disenfranchised communities.

Studies have shown that women and BIPOC are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and will consider all aspects of your experience even if they do not exactly match our list of “desired experience and skills”. Sprout City Farms will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. We encourage you to think broadly about your background and share experiences that have been important in shaping who you are and what you could bring to this position.

To apply, please submit a resume, contact information for 3 references, and a cover letter addressing the questions below. We will accept applications until the position is filled and we will be scheduling interviews starting mid-February. In your letter, please answer the following questions:

1. Tell us about how you got involved in farming and what draws you to this unique position on an agrivoltaic research farm?
2. In the “Desired Experience & Skills” section above, there are several words and phrases in boldface type. Choose 2 or 3 and share how these words/phases figure in your experience and how you might bring that experience to this position. You can share specific stories or describe your experience broadly – whatever sheds light on why you are a good candidate for this position.
3. What does a just, equitable, sustainable local food system look like in your mind’s eye?

Submit via email to:

Liza McConnell, Research Farm Manager (SCF @ Jack’s Solar Garden)

Email: liza@sproutcityfarms.org

Mail: PO Box 7536 Denver, CO 80207

We will be setting up interviews in early-mid February. Application window is open until positions are filled.

*Sprout City Farms follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, transgender status, gender identity, ancestry, gender, political service, affiliation or disability.

This policy applies to all Sprout City Farms employees, volunteers, members, clients, and contractors. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.*