



Community Programs Coordinator

Location: West Oakland Farm Park & Tassafaronga Village in Oakland, CA

This position is not eligible for remote work

Reports To: Director of Food & Farms

FLSA: Hourly-Non-Exempt (Full-Time)

Compensation: \$25/hour

Hours: Full Time, Tuesday - Saturday, In person (40 hours)

Description Updated: April 2026

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Summary

Acta Non Verba (ANV) seeks a Community Programs & Farms Coordinator to serve as a bridge between farm production and community programs. This role supports the Director of Food & Farms, Farm Coordinator, CSA Coordinator, and Youth Development team by coordinating community engagement, farm-based education, and hands-on farm upkeep on west and east Oakland sites.

The ideal candidate is mission-driven, detail-oriented, and curious, with experience engaging diverse communities, and is comfortable working outdoors as well as in structured administrative settings. This position is integral to deepening Oakland community access to ANV's farms and programs.

Core Duties & Responsibilities

Community Engagement (20%)

- Serve as the on-site host during farm visits, open hours, and community events, welcoming and orienting visitors.
- Represent ANV at community events, public gatherings, and meetings (2–3 per month).
- Build and maintain relationships with residents, schools, nonprofits, and culturally specific networks.
- Support outreach and recruitment for youth programs, CSA, and community garden participation.
- Identify opportunities to deepen community connection and expand on-site programming.

Volunteer Coordination (20%)

- Recruit, schedule, and coordinate volunteers to support farm operations and programs.
- Lead volunteer shifts, providing direction, task management, and workflow adjustments.
- Coordinate and support volunteer engagement during open hours, corporate workdays, and field trips.

Community Garden Administration & Programming (20%)

- Manage garden enrollment, including applications, waitlists, plot assignments, and communications.
- Maintain participant records, agreements, and waivers in coordination with administrative staff.
- Serve as the primary point of contact for gardeners, providing ongoing support and conflict resolution.
- Facilitate orientations, garden workdays, and community meetings (1–2 per month).
- Support fee tracking in collaboration with the admin team.
- Uphold garden agreements and community care standards.

Community Education & Public Workshops (15%)

- Facilitate hands-on workshops (1–2 per month) on topics such as composting, pollinators, and food justice.
- Support community farm days and programming in the outdoor classroom.
- Provide farm orientations and basic education for visiting school groups and tours.
- Assist in developing educational materials and curriculum (signage, handouts).

Farm Upkeep & Support for Production (25%)

- Perform routine farm tasks (planting, harvesting, weeding, irrigation, composting, basic repairs) across sites (~3 days/week).
- Maintain community-facing spaces (garden beds, pathways, outdoor classroom) to be clean, safe, and program-ready.
- Assist with animal and pollinator care (chickens, bees) under supervision.
- Provide support to CSA and farm production efforts.

Coordination & Communication with the F&F Team

- Participate in weekly F&F team check-ins to align on programs, volunteer coordination, and upcoming events.
- Coordinate farm scheduling and site use for programs, volunteers, and harvests in collaboration with F&F and Youth Development staff.
- Communicate farm and program updates internally and share key information with the public through signage and on-site orientation.
- Collect and relay community feedback to inform program planning and improvements.
- Maintain accurate records (e.g., greenhouse, compost, harvest yields, attendance, donations, production).
- Support scheduling, contracts, and invoicing for farm visits, corporate workdays, field trips, and special events.
- Contribute to work plans, reports, newsletters, and organizational communications.
- Assist with grant writing, reporting, compliance, and special projects as needed.

Knowledge, Skills & Experience

- 1–2 years of farm production experience (organic preferred) and familiarity with hands-on agricultural work.
 - Experience working in community-based nonprofit settings.
 - Strong leadership and interpersonal skills, with the ability to motivate youth, volunteers, and community members. Strong interpersonal and facilitation skills, with the ability to engage youth, volunteers, and community members in on-site activities.
 - Excellent communication, organization, and time-management skills; able to work independently and collaboratively in fast-paced environments.
 - Positive, reliable, self-motivated, and adaptable, with a strong work ethic and commitment to organizational policies.
 - Comfortable using computers, tablets, smartphones, and learning new systems and applications.
 - Physically able to perform farm labor (lifting 30–50 lbs, bending, squatting, tool use) and work outdoors in all weather conditions. Physically able to perform farm work (lifting up to 50 lbs, bending, squatting, and basic tool use) and to work outdoors in a variety of weather conditions.
 - Receptive to learning and implementing new farming, gardening, and administrative practices.
 - Fluency in either Spanish, Arabic, or Chinese (in addition to English) is required to effectively serve our community.
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Physical & Mental Requirements

- Ability to balance outdoor farm work with indoor administrative tasks, including computer-based data entry and communication.
 - Strong attention to detail, focus, memory, time management, and sound decision-making within a fast-paced workflow.
 - Ability to work independently and collaboratively, meet productivity expectations, and communicate effectively with team members and visitors.
 - Positive attitude, willingness to learn, and readiness to assist in or lead farm and CSA tasks as needed.
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Additional Requirements

- Valid driver's license, auto insurance, reliable transportation, and willingness to travel between multiple ANV farm sites.
 - Consistent punctuality and reliability for scheduled shifts.
 - Commitment to ANV's mission and community-centered approach to food justice and youth development.
 - Experience or interest in regenerative agriculture, fruit tree management, farm machinery, power tool operation, and basic building/construction skills.
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Compensation & Benefits

- Full Health, Dental, and Vision coverage available (including dependents) after 90 days
- Free weekly CSA produce share during the season
- 12 Paid Holidays annually
- Vacation and sick leave accrual per ANV policy
- Free registration for elementary-age dependents in Camp ANV (availability permitting)
- Professional development opportunities available