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Program Coordinator

Brady Farm
Syracuse, NY

This position requires 40 hrs/week March - November, 30 hrs/week December - February, and periodic evening and weekend work. Overtime is paid at 1.5 times the standard salary, and upon prior approval by the Farm Coordinator. The pay is \$22.00/hr. Medical, Dental, Retirement and FSA benefits are available, as well as vacation, sick leave and holidays.

About Brady Farm

The Brady Farm is a 5.8 acre diversified vegetable farm, with a mission of increasing food access in our community. It is a project of the non-profit Brady Faith Center.

The Program Coordinator is a two-fold position, working under the direction of the Farm Manager and Farm Coordinator. The Program Coordinator serves as the point person for coordinating the Workforce Development and community outreach activities, and serves as an Assistant Farm Manager. This role works closely with the Farm manager to support the daily, weekly and season-long planning and production management and farm management tasks. The Program Coordinator will share responsibilities with the Crew Leaders, Market Manager and Farm Manager to coordinate crew activities and training schedules for the apprentice program, and seasonal employees. Within the leadership team, this position will share responsibility to ensure farm plans, policies and procedures are followed, and overall farm needs are addressed. The Program Coordinator works closely with the entire leadership team to create a cohesive, thoughtful, and mission-driven work environment.

Job Duties

From March - November the Program Coordinator will be responsible for oversight of the Workforce Development (WFD) Program under the supervision of the Farm Coordinator and in collaboration with the leadership team. They have additional year-round responsibilities for farm management and operations under the direction of the Farm Manager. The Program Coordinator will:

- Work with the leadership team to plan and coordinate delivery of the WFD program, including the apprentice program from April - October and summer job training program from May - September.
- Facilitate communication with apprentices, candidates, seasonal workers, leadership staff, guest speakers, and project partners as it pertains to the WFD program.
- Coordinate the training schedule, speakers and field trips for the job training programs.

- Serve as a liaison between trainees and leadership staff, to support clear communication of job expectations and training objectives.
- Support trainees to connect to community partners providing social support services through the Brady Faith center.
- Evaluate the WFD program and trainee development
- Work with the Crew Leaders, Market Manager and Farm Manager to balance farm operational needs with implementation of the training program.
- Serve as a point of contact for volunteers and community partners for on-farm outreach activities.
- Monitor, implement, and document production activities including planting, weed management, fertility management, pest management, and crop maintenance.
- Assist with general farm tasks such as harvest, washing, and packing, and construction projects as needed.
- Work with the Farm Coordinator and leadership team to collaborate with community partners to develop new initiatives and projects to achieve short- and long-term goals.
- Work as a member of a diverse team of people committed to building community through growth and sales of produce.
- Demonstrate and follow food safety guidelines while harvesting, washing and packing produce on farm.
- Demonstrate and follow safe farm practices to support staff, visitors and farm health.
- Help with other farm duties as assigned.

Qualifications:

- Must be 21 years or older, with a clean driving record and legal ability to drive in NYS.
- Must have at least two years experience with vegetable production on a farm scale.
- The right person must understand and embrace the mission of the Brady Farm as a non-profit. seeking to serve the community by providing high quality locally grown food.
- The right person must be open-minded, open-hearted, patient, willing to learn quickly, and be flexible.
- Have experience giving instruction and leading others in specific tasks.
- Have experience with program or project coordination and teaching older youth and/or adults.
- Be able to communicate professionally with co-workers, trainees, visitors and customers.
- Be able to follow directions closely and work independently.
- Be able to and comfortable working with a diverse set of team members and customers.
- Be comfortable using spreadsheets and be willing to learn to use google classroom and other google platforms for learning, team communication and data tracking.
- Have a high standard for product quality and work integrity.
- Be able to work in all weather, including in hot greenhouses; cold rainy conditions; in full sun on hot days, and indoors.
- Be able to carry 50 lbs for short distances and stay on their feet for 8 hrs at a time.
- Be comfortable converting weight and volume measurements and doing basic math in their head.