About GrowNYC & Farmer Assistance

GrowNYC is a 50 year old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life.

Our Programs:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop ‘N’ Swaps, and free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

Farmer Assistance is GrowNYC’s technical assistance program and provides both aspiring and established Greenmarket farmers with business technical assistance and training designed to ensure the long-term viability of participating farms and farmland. Technical assistance is provided through both in-house services and through the engagement of cost-shared consultants.

Beginning Farmer Program Coordinator Position

Reporting to the Farmer Assistance Beginning Farmer Manager and Farmer Assistance Director, the Coordinator will be responsible for program communications (25 % of the time), and will provide a broad range of support to the Manager to successfully administer a 5-part Beginning Farmer Program (75% of the time).

Beginning Farmer Program Coordinator responsibilities include, but are not limited to:

- Support outward communication for Farmer Assistance, including:
  - planning, compiling, and sending monthly newsletter
  - coordinate with program partners related to collaborative projects
  - responding to general informational request
- Provide immediate support to Manager on day-to-day administration of programs, including meeting and communicating with aspiring, beginning and established farmers from the Northeast, facilitating trainings, monitoring program goals, and evaluating progress towards milestones.
- Conduct outreach, intake, planning, and facilitation for aspiring farmers in Spanish and English.

Applications

Submit cover letter, resume and three references to Siobhan Keys, jobs@greenmarket.grownyc.org by February 21, 2020.

Combine all submissions into one PDF and write “Beginning Farmer Program Coordinator” in the subject line. For additional information, please see our website:

grownyc.org

Contact

GrowNYC Greenmarket
P.O. Box 2327
New York, NY 10272

212-788-7900
jobs@greenmarket.grownyc.org
• Help to plan and implement skills workshops and other events to bring farmers together with experts around priority needs.

Requirements

• Outstanding written and verbal communication skills.
• Spanish language fluency.
• Able to work independently in administrative and program coordination tasks.
• Strong interpersonal skills and willingness to work with people from diverse backgrounds in terms of race, ethnicity, gender, including trans* and nonbinary, sexual orientation, class, and religion.
• Applicants who are familiar with farming and social justice in agricultural are preferred.
• Experience living and working in multicultural and multi-language spaces.
• Computer skills, including full professional proficiency with Microsoft Office, Adobe Suite and Constant Contact.
• Offsite travel will be expected: frequency and hours will vary throughout the year
• Flexibility and willingness to occupy a position that may change in scope in accordance with the needs of the program and organization.
• Occasional weekend and weeknight work required.
• A valid driver’s license is a plus.

Salary Range: $40,000 - $45,000 (commensurate with experience). This position is full-time with a generous benefits package including medical and dental insurance and paid time off. Please note this is a grant funded position.

GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.