



Newhall Fields  
Community Farm

## FARM MANAGER & INSTRUCTOR

Newhall Fields is a non-profit organization and community farm with a mission to increase access to fresh, high quality local produce for everyone in our community. We use organic and sustainable methods to grow a diverse range of vegetables and herbs on less than an acre of historic farmland in Peabody, Massachusetts. We work with hunger relief organizations, senior living facilities and other community partners to distribute food in Peabody, Lynn, Lynnfield, and Salem. We provide on-farm engagement opportunities for community members of all ages and abilities through volunteering and farm-based educational programs. We are seeking an energetic, community-minded grower to guide our farm through the next phase of wholesale growth, infrastructure improvements, and expansion of our cultivated fields.

**Title:** Farm Manager and Instructor

**Reports to:** Newhall Fields Community Farm Director, Jeannette McGinn

**Status:** Seasonal part-time; approximately 20 hours/week; Tuesday, Thursday, and Saturday 8:30am to 12:00pm on the farm; plus additional hours preparation, planning, and field work

**Salary Range:** Compensation is per hour based on experience

**Start Date:** Seasonal employment from March to November (start and end dates are somewhat flexible)

**Added benefit:** Access to all farm grown produce, herbs, and flowers

### Overview of primary responsibilities:

Agriculture and produce/herb/flower distribution

- Crop planning and greenhouse management; including seeding and watering with the help of volunteers
- Setup and maintain irrigation, equipment, and tools
- Lead and supervise the farm volunteers and interns: planting, weeding, harvesting, and other field work
- Operate tractors and other mechanical equipment
- Manage farm food safety protocols
- Supervise the washing and packing of produce and herbs for distribution to food pantries, senior mobile market, farm-to-family programs (i.e. volunteer work-for-a-farm-share, SNAP and WIC coupon fresh produce and herb box), and wholesale accounts
- Schedule deliveries for wholesale and donations so that volunteers can make these deliveries in an efficient manner
- Work with the board of directors to create a budget and place orders for supplies and materials
- Develop a long-term farm plan including regenerative organic agriculture and land/soil management best practices, increase production, add conservation practices, and diversify distribution

Programming and engaging the community

- Help to develop farm-based education program offerings
- Manage and teach programs for small groups of young people on the farm

P.O. Box 131, Peabody, MA 01960 | [grow@newhallfieldscommunityfarm.org](mailto:grow@newhallfieldscommunityfarm.org)

<http://newhallfieldscommunityfarm.org> | 978-595-1778



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- Coordinate the program schedule with the director
- Work with the director to coordinate farm-based volunteering for individuals and groups
- Work with, provide guidance to, and create a welcoming and friendly environment for volunteers, neighbors, SNAP/WIC/Senior coupon customers, and other visitors
- Maintain working relationship with Tillie's Farmstand manager

Administrative responsibilities (support and additional volunteer resources will be provided to assist you in following responsibilities including bookkeeping and data entry support)

- Maintain accurate records of crop production: including harvest, distribution, sales, and donations
- Contribute to newsletter and social media to promote programs and education
- Comply with state requirements for educators who work with children (CORI and First Aid/CPR certification)
- Work with teams of lead volunteers and the board to improve existing systems to be more efficient and effective
- Collaborate and build partnerships with farms, farmers, land conservation organizations, and stakeholders with board support
- Input on annual budgeting, grant applications, and fundraising efforts
- Submit hours every two weeks to human resources

#### Qualifications

- Passionate and motivated to work on a small-scale, low-till, sustainable vegetable, flower, and herb production farm using organic practices
- At least two seasons of experience on a vegetable farm strongly preferred
- Eager to learn and receive constructive feedback
- Ability to work both independently and as a team member
- Demonstrate strong communication skills
- Be able to crouch, squat, bend over, kneel, and stand for a good amount of time and ability to lift and carry up to 50 pounds
- Willingness to work in all weather conditions
- Good at following directions and detail oriented
- Have a creative and flexible approach to teaching and collaborating
- Have experience directing and leading small groups
- 21 years of age by June 1, 2022
- Pass CORI and SORI checks
- Multilingual candidates are strongly encouraged to apply (Spanish and Portuguese language skills, a plus)
- Follow COVID-19 protocols
- Ability to arrive punctually at the agreed-upon time and be reliably present on all assigned work dates

**Apply to join the Newhall Fields Community Farm team!**

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\*\*Interested in becoming a Newhall Fields Community Farm team member in summer 2022. Send a cover letter, your resume, and references as soon as possible (applications will be accepted on a rolling basis). Email [grow@newhallfieldscommunityfarm.org](mailto:grow@newhallfieldscommunityfarm.org) with the subject line: Farm Manager, or mail Newhall Fields Community Farm, P.O. Box 131, Peabody, MA 01960. Any questions please call 978-595-1778. We will follow up with you to set up an interview.

### **Workplace considerations and expectations**

**Covid-19:** We prioritize maintaining a safe and comfortable work environment and community space on the farm. Please note that employment with us means you are making a commitment to following all COVID-19 guidelines, limit personal risk outside of farm hours, and exercise caution and consideration for staff, volunteers, and community members as we collectively navigate this public health crisis.

**Workplace inclusion:** We are committed to creating a work environment that values and affirms the experiences of individuals of marginalized identities and backgrounds. We seek to foster a spirit of mutual accountability, constructive dialogue, empathetic listening, and inclusivity by acknowledging the role of systemic oppression as it impacts ourselves, each other, and the world of sustainable agriculture and food access.