



Job Description: Farm Production Coordinator

Position: Farm Production Coordinator
Status: Regular, Full-Time, Non-Exempt
Hours: 40 hours per week, Sunday-Thursday. Evenings, weekends, and holidays on occasion.
Reports to: Farm Production Manager

About Coastal Roots Farm

Coastal Roots Farm (CRF) is a nonprofit community farm and education center. We cultivate healthy, connected communities by integrating sustainable agriculture, food justice, and ancient Jewish wisdom.

Since our inception in 2014, Coastal Roots Farm has provided dignified access to fresh food for those who need it most. Inspired by Jewish agricultural practices, we raise organic crops and share the harvest with our community. We distribute through our pay-what-you-can farm stand, and through direct donations to local hunger relief organizations and underserved populations, such as military families, low-income seniors, and holocaust survivors. Through field trips, workshops, agricultural festivals, and community events, we offer hands-on education and invite our neighbors to connect to the land and each other.

Coastal Roots Farm is located in Encinitas, California on approximately 15 acres of land. Our Farm consists of vegetable gardens, greenhouses, a food forest, animal pastures, and composting systems. Coastal Roots Farm was incubated by the Leichtag Foundation and received 501(c)(3) public charity status in 2015.

Position Overview

The Farm Production Coordinator(s) will support the Farm's operations through all areas of cultivation, development, maintenance, and project follow-through. The Farm Production Coordinator role requires flexibility and agility, as well as the ability to specialize with great responsibility in select areas. While all farmers float between all Farm operations, each teammate has a workload with a specific focus in unique areas according to individual skill sets and organizational needs. At times, this may constitute individualized scheduling to cover tasks and shifts.

Essential Duties and Responsibilities

The list below includes essential functions that may or may not be assigned to an individual Farm Production Coordinator. They are, however, all areas of focus that fall under the umbrella of a Farm Production Coordinator. These duties do not necessarily constitute a full list of responsibilities.

Production Areas:

- Support crop production on the Farm, including pest management, greenhouse propagation, transplanting, sowing, weeding, irrigating, fertilizing, and harvesting.
- Support compost operations on the Farm as needed, including gathering and tracking of compost throughout the property, operation of mid-scale aerated static pile compost system, and field sheet mulching.
- Support care and maintenance of chicken flocks as needed, including feeding, watering, cleaning, moving mobile coops, and processing of eggs for distribution.
- Support infrastructure development, irrigation, farm maintenance, cleanliness and organization, distribution efforts, occasional deliveries, and farm stand shifts.

- Support resource development and staffing for all departments as needed.
- Support farm stand and post-harvest pack shed as needed.
- Operate within and promote a culture of food safety practices through actions and recordkeeping.
- Participate and follow through on IPM practices in the many different applications in practice.
- Incorporate Jewish agricultural practices into the development and management of the departments.

General Administration:

- Participate in the supervision and coordination of interns and volunteers.
- Provide technical supervision of staff in a project field lead type capacity, always leading by example.
- Support evolutions and developments of SOP's (standard operating procedures) to be proficient and applicable within current operations.
- Support our ongoing research and development.
- Collect data and ensure organized record keeping.
- Provide outstanding punctuality and responsibility, providing project coverage and follow through.
- Participate in regular staff meetings.

Education and Events:

- Assist in implementation of farm education and events.
- Host guests and lead occasional tours, highlighting our practices.

Required Qualifications and Experience

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1-3 years of relevant work experience or a relevant certification or Associate Degree, particularly within the fields of organic/regenerative farming.
- Passion for interacting with, educating, and leading a diversity of community participants, volunteers and staff of varied ages and backgrounds.
- Knowledge and passion around community farming, food justice, food systems development, etc.
- Cooperative, service-oriented attitude and ability to work independently and take initiative, set priorities, and see projects through to completion.
- Strong communication, interpersonal, and relationship development skills.
- Ability to be open and flexible to new ways of working with diverse communities.
- Creative skills and ability to experiment to attain new, better strategies, approaches, and solutions to challenges.
- Flexibility and willingness to take on a variety of tasks along with an ability to work effectively in a highly collaborative team environment.
- Strong work ethic and ability to perform strenuous physical labor in inclement weather.
- Detail oriented.
- A valid driver's license.
- All Coastal Roots Farm employees are required to be fully vaccinated with one of the COVID-19 vaccines currently approved for use in the United States, in compliance with, and subject to exceptions required by federal, state, and local law.

Preferred Qualifications and Experience

- Certification in organic farming and/or 1-3 years of experience with sustainable farming.
- Food safety training.
- Natural pesticide and input applications.
- Familiarity and experience with soil health and soil building concepts.
- Technical knowledge and familiarity with irrigation construction, troubleshooting, and repair.

- Knowledge of species and climate specific to Southern California.
- Excellent computer skills and proficiency in Microsoft Office.
- Strong knowledge of agricultural equipment usage and safety.
- Experience as an agricultural or environmental educator.
- Familiarity with Jewish agricultural or arboreal concepts, texts, and traditions.
- Project management experience.
- Training in active listening and constructive communication techniques such as Non-Violent Communication, meeting facilitation, etc.
- Understanding of working within a nonprofit organization.

Reporting Relationship

Reports directly to the Farm Production Manager

Compensation

Salary commensurate with experience. Coastal Roots Farm offers a competitive benefits package.

Typical Working Conditions

The Farm Production Coordinator(s) will work outdoors conducting a variety of tasks, often times repetitive with technical support from supervisor and teammates. There will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

Essential Physical Tasks

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continuous walking, standing, climbing, stooping, bending, kneeling, reaching, lifting, and pushing/pulling up to 50 lbs., cutting, and carrying.

Equipment Used

Mechanical and manual tools used in compost production, laying hen production, agriculture, and landscape maintenance.

Application process

Please visit our website at <https://coastalrootsfarm.org/job-opportunities/> and click Job Openings & Internships to apply online. All applicants must submit:

- Cover letter
- Resume
- Job questions

Coastal Roots Farm is an Equal Opportunity Employer and is committed to building an inclusive workforce. We welcome and strongly encourage people with diverse backgrounds and experiences to apply. All qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, disability, medical condition, marital status, veteran status, or genetic information will be considered for this position.