Primary Purpose of the Position: Routinely reports to the District Manager and is primarily responsible for managing the Twin Buttes Farm operations.

Essential Duties:

- **Farm Operations** – Utilizing seasonal farm labor, implement season long vegetable production using successions of direct seeded and transplanted crops to adequately meet needs of markets. Anticipate bed-preparation, irrigation, and cultivation needs in all plots to maintain consistency in product throughout the season. Mitigate production strain on the soil through use of regular cover crops and compost applications as needed. Maintain constant awareness of growth stages in produce to target optimum harvest.

- **Sales and Revenue Management** - Manage current customer base (wholesale and retail/online) while attracting new customers and revenue streams through various marketing and promotional strategies endorsed by the Board. Open, close and fulfill orders on the online farm stand. Respond promptly to questions from customers, accounts and management via email and phone.

- **Social Media Management** - Utilize social media outlets (Facebook, Instagram, etc.) to promote the farm throughout the season. Generate content to add to weekly newsletter.

- **Personnel Management** - Efficiently utilize staffing and volunteers for farm operations including acquisition and supervision. Recruit and hire farm staff to adequately meet production needs.

- **Infrastructure & Maintenance** – Monitor the efficient utilization of necessary resources to maintain a healthy and safe environment while maintaining a tidy aesthetic and producing an optimal annual yield. Address needs of, and repair when necessary, farm vehicles, equipment, greenhouses, fences and irrigation infrastructure in a timely manner with either on site labor or hired out, with respect to the operating budget.

- **Safety** - Provide a safe environment for staff and others that visit the farm. Anticipate and correct dangerous work habits of staff. Continue to use USDA Food Safety Rule as guide for food-safe operations in field and post-harvest areas.

Required Experience:

Minimum of 3 years’ experience in small-scale market farming
Supervisory experience of multiple employees
Sound knowledge of organic farming practices and food safety.

Required Skills and Proficiencies:

- Optimal written and verbal communication skills
- QuickBooks, Excel, Word, MSOffice
- Adept with Facebook, and Instagram

Additional Helpful Skills and Knowledge

- High-Tunnel growing
- Egg production management
- Apiary management
- Basic Photography