



**Position Opening:** Farm and Garden Manager (*Full time; salary position*)

### **About the Green Heart Project:**

Founded in 2009, The Green Heart Project is a 501c3 non-profit organization that builds experiential learning projects and school garden programs in the Charleston area. With a high value placed on health, education and community, The Green Heart Project pairs local volunteers with students to maintain school gardens while teaching academic standards, food & nutrition and interpersonal skills. The Green Heart Project currently reaches over 2,200 students across thirteen partner sites and offers a Youth Internship Program for high school students. For more information, please visit our website at [www.greenheartsc.org](http://www.greenheartsc.org).

### **About the Green Heart Project's Farms and Gardens:**

The Green Heart Project operates 2 Urban Farms (1/2 acre [Urban Farm at Enston Home](#) and 1/8 acre Urban Farm at Mitchell Elementary School) and 8 school garden sites across the Charleston area. This amounts to 125 raised garden beds, 2,000 linear feet of in-ground rows, 17 fruit trees, and multiple covered outdoor classroom spaces. We grow year-round, using organic growing practices to ensure the health of the flora, fauna, and humans in these spaces. Our farms and gardens are dedicated to supporting our mission of educating students, connecting people, and cultivating community.

### **Position Description:**

The Green Heart Project seeks an experienced leader to manage a team of staff and volunteers in the maintenance, improvement, and expansion of its network of farms and gardens across the Charleston area, with a headquarters at the new 1/2-acre Urban Farm at Enston Home in Downtown Charleston. The ideal candidate has knowledge, experience, and skill in organic fruit and vegetable production, a passion for working with young people and volunteers, and a demonstrated ability to work effectively within a close-knit team.

The Farm & Garden Manager supervises a full-time Farmer and a large community of volunteers. This is a full-time, year-round salary position under the supervision of the Executive Director.

The position's responsibilities include, but are not limited to:

#### **FARM AND GARDEN MANAGEMENT**

\*All farm and garden management will be conducted in pursuit of the Green Heart mission of Cultivating Community, which means empowering staff, students and volunteers to take ownership and

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responsibility for the work as much as possible.

- Manage agricultural activities at all farm and garden sites using industry best practices, including but not limited to: crop planning, community gardening, school gardening, food production, and food distribution through on-site Farm Stand business
- Ensure farm and garden spaces are productive, organized, aesthetically pleasing, and ready for educational and other programming on a year-round basis
- Plan and lead weekly volunteer work days at farms and gardens, ensuring staff, interns, and volunteers are safe, welcomed, and on task
- Maintain infrastructure within farms and gardens, including storage structures and built structures. Built structures at the Urban Farm at Enston Home include the Farm Stand, Community Pavilion, and Greenhouse
- Plan and lead garden builds and improvement projects at existing sites and new partner sites, including construction of garden beds, compost bins, and outdoor classroom features, such as seats and tables
- Gather and keep data, including volunteer hours and contact information, quantity and variety of seeds and plants, harvest weights, and destination of harvested produce

## LEADERSHIP

- Work closely with other Green Heart employees, including Program, Development, and Community Engagement staff to ensure farm and garden sites meet the needs of all organizational activities, including Farm to School programs, Youth Internship Program, Garden Rentals and Farm Stand sales
- Serve as the leader and representative of the Farm and Garden team, running seasonal crop planning meetings and weekly team meetings, participating in cross-departmental meetings, and ensuring all team members have the resources they need to be successful
- Provide agricultural support and expertise to Green Heart staff, volunteers, and the general public
- Work with Executive Director to manage the Farm and Garden budget, ensuring all activities fit within the organization's annual budget
- Serve as a community ambassador for the Green Heart Project, building relationships with volunteers, attending public speaking events, meeting with community partners, and generally

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representing the organization in a positive light

## OTHER

- Serve as a team player, leading and assisting on other organizational tasks as needed, including but not limited to, planning and executing public events

## Desired Qualifications and Competencies:

- 3 years of farm or garden management experience
- Demonstrated leadership and teamwork skills
- Effective verbal and written communication skills
- Commitment to teaching and learning about sustainable agriculture
- Commitment to promoting and supporting health, education, and volunteerism
- Experience creating safe and inclusive spaces for a diverse community of stakeholders
- Experience and/or training in racial equity and inclusion
- Willingness and ability to work a flexible schedule, including some evenings and weekends
- Proficient with basic power and hand tools
- Ability to lift 50 pounds

## Compensation:

This is a full-time, salary position, eligible for benefits, including generous paid time off and health insurance reimbursement. Salary range is \$40K-\$60K, depending on experience and qualifications.

## Instructions to Apply:

We will review all submissions as they are received, identify viable candidates and contact those individuals selected to continue in the search process.

Please send résumé and cover letter via email to [careers@greenheartsc.org](mailto:careers@greenheartsc.org). The anticipated start date is Summer 2021. Position will remain open until filled.

*The Green Heart Project believes that diversity and inclusion among our teammates is critical to the success of our mission. We encourage applications from candidates of all races, religions, genders, ages, sexual orientations, and socioeconomic backgrounds.*

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