

## **Job Description:**

### **Farm and Distribution Manager – Seattle Tilth Farm Works**

Seattle Tilth is hiring a Farm and Distribution Manager for Seattle Tilth Farm Works (STFW) farm incubator program. STFW is an educational farm incubator program that provides farm business training, support, and access to markets to beginning farmers with a focus on immigrants, refugees and people with limited financial resources in King County. The person in this position will be responsible for farm operations, produce harvest, ordering and management, field based education, internship coordination, and supervision of the classroom education program and food distribution marketing.



The Farm and Distribution manager is responsible for developing and coordinating all aspects of operations at the 6+ acre incubator farm, including planning, growing, harvesting and moving produce to market, sustainable farm management, farm management education, the supervision of staff, interns and volunteers, to support program participants. S/he develops plans for maintaining the farm and greenhouse in optimal production, maintaining Seattle Tilth's demonstration plot and support participant farms to produce for a variety of markets; ensures a successful implementation of farm related business including sales, marketing, produce planning and development; implements business training; and collaborates with community partners. The Farm and Distribution Manager keeps detailed and accurate logs of farm activities, works closely with participants to ensure they understand farm cycles and perform needed work on their beginning farms, secures markets for farm produce, manages produce availability, order, harvest and invoicing systems, and coordinates all farm logistics.

This position supervises, supports, and coordinates farm and market activities with the Education and Food Hub Marketing managers. S/He will support the Education program manager on annual recruitment for new training cohort targeting regional agencies and communities serving immigrant, refugee, or other low-income populations, collaborating on education lessons, working with partner organizations and agencies, identifying new partners or programs that support farm training, or researching and integrating national models to improve the program. S/He will support the Food Hub Marketing manager on coordinating produce orders, harvest, quality control, invoicing and customer account management.

The ideal candidate for this position is someone who has experience managing all aspects of a farm business, working for a non-profit organization, and demonstrated success working with people of diverse backgrounds. He or she should be personable and comfortable in a position with varied day-to-day activities.

This position is a full time exempt position with benefits. This job is primarily located at the Seattle Tilth Farm Works farm in Auburn, WA.

Compensation will be based on experience.

## MINIMUM REQUIREMENTS

### 1. Education

- **Required: Bachelor's degree in a related field, or relevant experience**
- **Desired: Master's degree in a related field**

### 2. Experience

- **Two years experience managing a farm business for optimal production, including greenhouse and farm planning, maintenance, produce management, marketing, and sales; or relevant experience**
- **Experience working with diverse communities, such as immigrant, refugee and low income populations, facing an array of challenges that include limited English language skills, pre-literacy in their native languages, socio-economic disadvantages, and poverty**
- **Teaching experience in field and classroom settings**

### 3. Other required knowledge, skills and abilities:

- **Excellent interpersonal and written communication skills**
- **Ability to work independently and on a team**
- **Knowledge of an commitment to organic and sustainable agricultural practices**
- **Demonstrated ability and success working with people from a variety of racial, cultural and economic backgrounds**
- **Excellent organizational skills and attention to detail**
- **Proficient in Microsoft applications**
- **Ability and willingness to work a flexible schedule (evenings and weekends) for farm activities, farmers' markets, and other program events**
- **Understanding of the local food system movement**

## DESIRED QUALIFICATIONS

### 4. Desired Qualifications

- **Cold chain/ produce quality assurance experience**
- **Experience with livestock/ animal husbandry**
- **Carpentry, plumbing and equipment maintenance**

## PHYSICAL DEMANDS/WORKING CONDITIONS

### 5. Physical Requirements

- **Must be able to operate farm equipment including tractor, front end loader, and PTO implements**
- **Must be able to lift up to 50 pounds**
- **Must be able to crouch, lean, and kneel for extended periods of time**
- **This position requires working extended amounts of time within office, farm, greenhouse, and farmers' market environments**

**To apply, please submit a resume and letter of interest as one document outlining 1) your experience with the identified content areas and 2) why you are interested in this position.**

**This position is open until filled. Applications will be reviewed as received.**

**Seattle Tilth is an equal opportunity employer and people of color are encouraged to apply. Email all materials to: [kimpitre@seattletilth.org](mailto:kimpitre@seattletilth.org) with Farm and Distribution Manager as the subject or mail to: 4649 Sunnyside Ave. N, Suite 100, Seattle, WA 98103**

**Seattle Tilth inspires and educates people to grow food organically, conserve natural resources and support local food systems in order to cultivate a healthy urban environment and community.**