

Job Description



of Memphis

JOB TITLE: Youth Farm Manager of Operations

DEPARTMENT(S): Program, Youth Farm

REPORTS TO: Youth Farm Director

FLSA: Full Time – Salary

Girls Inc. of Memphis inspires girls ages 6-18 to be strong, smart, and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed to provide the Girls Inc. Experience to girls at the Youth Farm in the Frayser area.

JOB PURPOSE:

Our Youth Farm is a year-long program for teen girls to learn how to run a business through managing an urban organic farm. Girls participate in leadership, entrepreneurship, business development, and sustainable agriculture programming that informs all farm decisions. This staff will work directly with the Youth Farm Director, Youth Farm Manager of Programs, part time farmers and facilitators, and girls to sustain and grow current farm operations at the Girls Inc.'s Youth Farm. The food that is grown at the farm is sold to benefit the growth and sustainability of the farm, but also to meet growth plan goal of selling 80% of produce grown to the Frayser community.

Essential Job Functions:

Core Values:

- Approach the work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Provide supportive and open, fun and non-judgmental environment to ensure the Girls Inc. Experience

Farm Operations:

- Oversee all farming-production and sales operations collaboratively with Youth Farm Manager of Programs and Girls Inc. Youth Farm Crew
- Plan yearly crop schedules collaboratively with Youth Farm Crew
- Supervise Youth Farm Farmers, interns, and volunteers

- Manage farm operations spending in accordance with total Youth Farm Program annual budget
- Manage and provide documentation for farm-related purchases
- Coordinate with Development Team to assess capital expenses related to Youth Farm operations
- Collaboratively support overall growth, expansion, and sustainability of Youth Farm & Youth Farm Program
- Implement regenerative agricultural practices including cover cropping, crop rotation, rotating fallow land, compost/fertilizer application and manage integrated pest-program (IPM) using only organic methods
- Manage apiary
- Maintain and operate irrigation
- Operate farm van for operations related purposes: pick up supplies, deliver produce, etc.
- Harvest, wash, bunch, package and deliver Girls Inc. farm produce for sale
- Maintain farm facilities and equipment
- Manage green house
- Manage and document sales and produce related relationships
- Staff and supervise farmer's market booth(s), sales, and operations

Programs

- In collaboration with Programs Manager, develop, implement, and facilitate sustainable agriculture, leadership, and business development curricula with teens 15-18 in program.
- Engage in training and professional development to grow in knowledge and application of topics including: Girls Inc. mission, vision and approach; youth development best practices; program outcome measurement; group dynamics; girl-centric awareness.
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Develop partnerships in collaboration with Youth Farm Manager of Programs of key community partners to ensure program/farm growth opportunities
- Work collaboratively with all agency program staff to ensure continuity of program delivery and support
- Follow all agency policy and procedures as outlined in the staff handbook
- Participate in periodic assessment of own performance, develop own goals and objectives; actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars

Qualifications:

- An articulated belief in the mission of Girls Inc.
- Must model the Girls Inc. mission of a Strong, Smart, Bold individual with a can-do attitude
- Supports pro-girl and girl only environment
- Ability to communicate effectively, orally, visually, in writing, with youth, parents, teachers, coworkers and volunteers
- Must have 2+ years' experience in agriculture, preferably using organic methods
- Experience supervising and working collaboratively with staff
- Experience managing a sustainable business
- Knowledge or interest in food justice, public health and youth development
- Must love working outdoors
- Must clear background check/drug test

Special Requirements:

- Current valid driver's license and insurance with reliable transportation
- Ability to work nights and weekends
- 21 years or older
- Must be able to lift 50 lbs. and work outdoors in all weather conditions performing a diversity of farm tasks
- Perform other duties as assigned

TO APPLY:

- Apply online at www.girlsincmemphis.org or
- Email cover letter and resume to: kbrezina@girlsincmemphis.org or
- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Ave., Memphis, TN 38126

Girls Inc. is an Equal Opportunity Employer