



Position Title: Winter Farm Program Coordinator

Location: Zenger Farm - Portland, OR

Position Type: Full-time, overtime exempt, salaried

Compensation: \$45,000-\$50,000 starting salary, benefits eligible

Position Close Date: Applications reviewed as submitted, Open until filled. Application review begins February 20th.

About Zenger Farm:

Zenger Farm is a 501(c)3 nonprofit working urban farm in Portland, OR that models, promotes, and educates about sustainable food systems, environmental stewardship, community development, and access to good food for all. We are guided by a vision of a healthy, resilient community, where the wellbeing and prosperity of children and adults, regardless of race, geography or socio-economic status, is enhanced through access to affordable, plentiful and nourishing foods. As a justice centered, food access and education non-profit, we believe nourishment is a basic human right and that the root causes of inequitable food access – racism, poverty and other systems of oppression – must be addressed to create a just food system.

We encourage Black, Indigenous, and people of color, women, LGBTQ+ people, religious minorities, recent migrants/refugees, people with disabilities, and applicants from different generational and economic backgrounds to apply.

About this Position:

The Farm Program Coordinator is an integral part of the farm operations team responsible for farming in a no-till method to produce for a winter CSA as well as supporting small-scale production farming at our main site. They will also coordinate the delivery of the small business development classes for the apprentices through the IDA grant program. This position will work primarily independently supervised by the Farm Program Manager. They will lead volunteer work parties and occasionally lead the apprenticeship crew. [Read about our programs and farming practices here.](#)

Essential Duties

- Implement a field plan and crop plan for winter farming production at Furey Field (0.5 acres).
- Operate CSA pickup for the winter CSA program. This position will be supported by the Farm Program Manager in other CSA management systems such as communication, payments, and recruitment.
- Deliver classroom education for small business training in compliance with the IDA program curriculum to Zenger Farm apprentices.
- Support the farm program manager in providing hands-on training for apprentices, interns, staff, and other farmers.
- Manage the day-to-day field work in collaboration with the Farm Program Manager (fieldwork includes mowing, spreading, tilling, seeding, grafting, planting, flaming, cultivating, trellising, pruning, harvesting, hauling, washing, and packing produce for sale).

- Maintain farm operations infrastructure and systems including the propagation greenhouse, hoop houses, caterpillar tunnels, irrigation, wash & pack, walk-in coolers, barn, hand tools and other equipment at Furey Field.
- Small machine operation and maintenance, including a weed whacker, flame weeder, chainsaw, pressure washer and 2-wheel tractors and implements.
- Support the Farm Program Manager with winter CSA management and operation including planning, outreach, sign-ups, education, staffing, and pick-up.
- Maintain records to optimize farm production income.
- Support Farm Program Manager with budgeting and program planning documents.
- Participate in regular staff meetings, training and team building events to promote strong cross-program collaboration, board-staff relationships, and a work culture of mutual support, accountability & organizational learning.
- Network and develop relationships with other farms and organizations in the Portland region and nationwide.
- All other duties as assigned by the Executive Director(s).

Qualifications

We encourage you to apply if you have a mix of relevant experience since there will be support in this position.

- Passion for Zenger Farm's mission.
- Lived experience or significant experience working with Black, Indigenous and communities of color.
- 2+ years experience on a 2+ acre organic CSA vegetable farm, preferably experience in low to minimal tillage farming practices.
- 2+ years experience working with small farm businesses including understanding financial literacy and small farm business management.
- Exceptional communications skills and ability to create positive group dynamics.
- Organized and detail-oriented with the ability to balance multiple, competing priorities.
- Valid driver's license (we use a 20' cargo van for deliveries in the city).
- Strong word processing, spreadsheet management and comfort utilizing databases, Google Suite, and Microsoft Office.
- Ability to lift and carry 50 lbs and work outside in inclement weather on uneven terrain.
- Experience applying trauma-informed practices in a farm setting.

Schedule

We recognize farming is a labor intensive job and seek to provide work/life balance with a flexible working schedule through the year. This position will be seasonal, requiring 50-60 hours/week during the height of the season and around 20 hours/week in the off season. The goal is for you to average a 32-hour work week throughout the year.

Compensation

This is a salaried position located in Portland, OR. The current starting salary range for this position at Zenger Farm is \$45,000-\$50,000 annually with the opportunity for merit-based pay increases and bi-annual market-based pay adjustments. Salary premium provided for fluency in communicating verbally/written in additional languages (Spanish, Russian, Ukrainian, Vietnamese, Somali). Benefits include fully paid medical and dental insurance, generous paid time off, 10 paid holidays, 3% retirement matching program, monthly technology stipend, access to employee assistance program, and professional development funds.

To Apply

Please fill out the [application form](#) and attach a resume and optional cover letter here.

Applicants reviewed on a rolling basis with priority review beginning February 6th. Position open until filled.

If you have additional questions please email apply@zengerfarm.org.

Zenger Farm provides equal employment opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity, in accordance with applicable federal laws.